

<b>SEVEN GENERATIONS CHARTER SCHOOL</b>	SECTION: EMPLOYEES
	TITLE: 361.1 – EMPLOYEE CALL-OUT POLICY
	ADOPTED: August 9, 2016
	REVISED:

Policy	Efficient operation of the Seven Generations Charter School requires that daily staffing is predictable. The following policy will establish procedures and consequences for daily absences.
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy
Procedures	<p>If an employee is going to be absent from work for any reason other than already pre-arranged (see Policy 361), they must call to notify the administration no later than 6:00 AM of that day so that an appropriate substitute or other arrangements can be made.</p> <p>If they call after that time, then the employee will be granted the time off per policy, but they will also not be paid for that day.</p> <p>The CEO reserves the discretion to forgive a violation of this policy the first time an employee does not call on time or for emergency situations, but for subsequent violations there would be a follow-up conversation as well as the above consequence.</p>
References	Board Policy 361 – Employee Time-off Policy