

TO: All Hourly Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional *NA*

RE: Importance of Regular Attendance

DATE: December 4, 2023

CC: Alfredo Lerini, DFSE Union President
Michael Lowe, DSOEA Union President
General Administration

Dear Valued Employees,

I am writing to address the recent increase in requests for no-pay days. While we understand that unforeseen circumstances may arise, it is important to emphasize the significance of regular attendance in maintaining our school's productivity and overall success.

Consistent attendance is essential for several reasons:

- It ensures the smooth operation of our District. When employees are absent, their workload falls on their colleagues, creating additional stress. Overall, it negatively impacts the quality of the service we provide to students, staff, parents, and the community.
- It decreases the cost for absence replacement. Substitutes' cost detracts from the District's resources used to provide funding for educational services. If the cost of substitutes continues to increase, the District will have less money to spend on permanent positions.
- It demonstrates your commitment to your job and to the team. Regular attendance shows that you are reliable and dedicated to fulfilling your responsibilities.
- It helps you maintain your personal income and benefits. Excessive unpaid absences can negatively impact your earnings and eligibility for certain benefits including longevity.

We understand that there may be times when you need to be absent from work due to illness, family emergencies, or other valid reasons after you have exhausted your paid time off. In such cases, you need to contact me as soon as possible to discuss your situation and make necessary arrangements. Please note that no pay has to be approved by me.

However, we also want to reiterate that it is not acceptable to make a habit of requesting unpaid leave or being absent without prior authorization. Repeated instances of such behavior may result

in disciplinary action, up to and including termination of employment. There will be a limit on the no-pay days that will be granted per year.

Any employee who has used 5 days or more since the beginning of the school year will receive a memo this week. The memo will be placed in the employee's file. Employees on FMLA or medical leaves will be excluded. All other employees with 5 or more absences will receive the memo as a reminder of the importance of regular attendance regardless if the absence was approved or not. Approving a no-pay or an absence is for payroll purposes, however, it will affect the attendance history and will be used to count days off.

We appreciate your understanding and cooperation in maintaining a strong attendance record. Your commitment to your job and to our team is instrumental in our collective success.

[Attendance Policy # 4200](#)

[DFSE Handbook](#) (Please check page #16 (Non-Instructional Staff Attendance Policy) and page #20 (Disciplinary Action))