

Tapestry Public Charter School Policy Manual

Leave Abuse Policy

Adopted: 6.17.2016

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections:	I. PURPOSE
	II. LEAVE ABUSE
	III. CRITICAL DAYS
	IV. MONITORING OF LEAVE USAGE

I. PURPOSE

The purpose of this policy is to define policies for abuse of leave for Tapestry's employees.

II. LEAVE ABUSE

In reviewing leave records of an employee, documented leave that is taken as Family Leave, Court Leave, and Military leave hours is not included when totaling the amount or determining the percent of leave an employee has utilized.

Examples of leave abuse may include, but are not limited to the following:

- High absenteeism rate (15% or more work days missed)
- Recurring absences (non-approved) on Fridays or Mondays, or Requests for Fridays or Mondays
- Low leave balances considering the period of employment
- The request for or use of leave as soon as such leave is earned
- Recurring absences (non-approved) before or after a holiday
- Requesting or taking sick leave for an absence for which annual leave has been denied
- Frequent use of or request for sick and/or annual leave during periods of peak work loads

III. CRITICAL DAYS

Critical days are defined as two days before and one day after a school break consisting of 3 or more weekdays (e.g., Thanksgiving break; winter break) and two days before and one day or any standardized testing day.

- No personal leave will be granted during critical days.
- Staff members who are absent due to sick leave on critical days must have a note from a physician or health care provider.
- A staff member who is absent without a note from a doctor or for any unapproved leave during critical days will be charged with leave abuse.

IV. MONITORING OF LEAVE USAGE

Through employee records and leave requests, Tapestry will monitor leave usage records. Where there appears to be abuse of leave, the Principal will determine needs for improvement or the need for corrective action.

Where an employee has excessive leave use or abuse of leave that is demonstrated by recurring, short-term absences, the employee may be asked to provide a physician's statement for absences and/or provide medical documentation under FMLA or ADA. Other corrective action may be taken.