



Attendance and Standard Working Hours Policy

Absenteeism and tardiness place a burden on both co-workers and students. We expect that every employee will be regular and punctual in attendance. This means being in your workspace, ready to work, at the starting time each day. All employees must follow their start and end times according to their employee contracts. When you are unable to work due to illness or an accident, please promptly notify AESOP and your supervisor. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and ECS is not notified of your status, it will be assumed after two consecutive days of absence that you have voluntarily resigned, and you will be removed from the payroll.

If you become ill at work or must leave for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

You will be compensated for authorized absences according to the provisions of your contract. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event we close due to weather, someone will contact you via text. Standard working hours are according to your school or workspace.

If you will be absent from work during standard working hours for any reason, you must document your absence in AESOP and your administrator as soon as possible to avoid disciplinary action.

Contact the HR office for additional information or questions (586-533-3014).