

## **WORKDAY AND ATTENDANCE**

### **I. WORKDAY**

The arrival and departure times of all employees shall be designated by the Superintendent of Schools who has the authority to set the length of the school day and to require more than the minimum time specified by law. Unless otherwise indicated in the contract or agreement of employment, the workday of full-time personnel shall in general be eight (8) hours in length, Monday through Friday. However, the days and hours an employee shall fulfill the job requirements may vary with the position of the employee. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities, may require hours beyond the stated minimum.

Planning periods for instructional staff should be used for planning or other school-related duties as assigned. Employees are expected to remain at their school site during their planning period, unless otherwise directed by a supervisor. Employees shall not engage in non-school activities during their planning periods.

### **II. TIME & ATTENDANCE**

Employees are required to be at work on time. Employees who will be late to work or absent should personally notify their supervisor as quickly as possible. Absences for reasons that are not approved may be considered job abandonment. Employee absences without approval for four (4) or more consecutive days may be considered voluntary resignations.

Upon receiving notice of a denied leave request, the employee must immediately contact his/her supervisor to make arrangements to return to work. If the employee is unable to return to work, he/she may resign to avoid termination for job abandonment. If the employee does not return to work, the employee's supervisor may submit the employee for job abandonment and initiate the termination process.

### **III. JOB ABANDONMENT**

The Superintendent or designee is authorized to make a determination of job abandonment. An employee will be determined to have abandoned the employee's job if:

1. Without prior communication to the employee's supervisor, the employee fails to report to the employee's work assignment for four consecutive workdays/nights. In such case, the employee's supervisor or the Human Resources Department will make a reasonable attempt to contact the employee regarding the reasons for the unauthorized absences.
2. Employees may communicate the reasons why they did not report to work by presenting such evidence within 10 calendar days from their first missed day as a mitigating circumstance against a determination of job abandonment, or if medically impossible to present such evidence, within a reasonable period as determined by the superintendent or designee once the impairment causing the medical impossibility has subsided.

3. The employee fails to return to work after an authorized leave period has expired, fails to respond to communications regarding an estimated return-to-work status, or fails to provide requested documentation to establish the need to remain out of work.
4. The employee indicates, through action, that the employee does not intend to continue employment with the School District. Actions demonstrating such intent may include, but are not limited to, failing to return to work after expending all available authorized leave, verbally expressing the intention not to return, expressing in written or electronic format the intention not to return to work, walking off the worksite without authorization, or turning in issued School property.

Approved absences are any missed workdays for which the employee has been given written approval by their supervisor or the office of risk management by an FMLA approval letter. **Any employee who fails to report to work without approval after expending all available sick, personal, vacation, and FMLA leave may be subject to discipline up to and including termination.**

Authorized leave must be approved in writing, and includes:

- FMLA leave
- Accumulated vacation days
- Accumulated personal days
- Accumulated sick days
- Leave of absence without pay
- Other leave as authorized by District policy or the Superintendent

For information about:

Sick days, refer to [POLICY GADE- SICK DAYS](#)

Personal days, refer to [POLICY GADJ- PERSONAL LEAVE](#)

Vacation days, refer to [POLICY GADQ- VACATION & PAID LEAVE](#)

FMLA, refer to [POLICY GADEA- FAMILY AND MEDICAL LEAVE](#)

Leave of absence without pay, refer to [POLICY GADM - LEAVE OF ABSENCE W/O PAY](#)

SOURCE:	Jackson Public School District, Jackson, Mississippi	DATE:
	October 16, 1978	
AMENDED:	July 16, 1990	
	August 16, 1993	
	August 3, 2021	
	November 19, 2024	
REVIEWED:	May 24, 2006	
	December 6, 2016	
	July 20, 2021	
	October 8, 2024	