



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

STAFF ABSENCE REPORT
2017-2018

You must submit this form if you are absent from work.

Name _____

Date(s) Absent _____

If not a full day, times you will be absent _____

Reason for absence: (See reverse side for explanations of categories)

_____ Illness/medical appointment

_____ Personal day(s)– must be approved in advance by the administration

_____ Professional development – must be approved in advance by the administration

_____ Other (explain) _____

Employee signature _____ Date _____

-
- Approved
 - Not Approved

 - Paid
 - Unpaid

Administration Signature _____ Date _____

Note: The following benefits apply to the following jobs. A full description can be found on the reverse side of this paper.

Full Time Employees

Sick days – 10 per year

Personal days – up to two sick days may be used as personal days; must be approved in advance by administrator

Other paid or unpaid days at the discretion of the administration

Part-Time Employees

Part-time employees receive the above benefits on a pro-rated basis based on their F.T.E. equivalent.



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EXPLANATION OF REASONS FOR ABSENCE

ILLNESS/MEDICAL APPOINTMENT

Sick leave is granted for absences due to medical appointments, personal illness or temporary disability that prevents a staff member's attendance at school. Sick days may be used for family illness. It is expected that employees will make every attempt to schedule medical appointments outside of school hours. Ten sick days are provided for the school year for full time employees.

The administration may request proof of illnesses or appointments, as it deems necessary.

PERSONAL DAYS

Each full time employee has two paid personal days. Personal days should be requested **at least a week in advance** except in emergency situations. Employees are asked to request personal days with discretion.

Generally speaking personal days will be restricted (not granted) at the following times: before September 19th or after May 19th; Thanksgiving week; the weeks before or after winter and spring breaks, and staff workshop days.

Personal days may be granted during restricted times for the following reasons: emergencies, legal, financial, or business affairs that cannot be scheduled outside of regular school hours, funerals, or employee/family weddings. Employees will be asked to disclose the reason for the personal day request during these times. The administration may request documentation regarding the need for the request.

The administration may choose not to grant a personal day if the absence of the staff member would be detrimental to the educational program for the school or create an unnecessary hardship on other school personnel. Personal days are subject to availability of suitable substitute teachers.

Additional paid or unpaid personal days may be granted at the discretion of the administration based on special circumstances.

PROFESSIONAL DAYS

Staff members may request to absent from work to pursue professional opportunities related to their work at the schools. Such days must be approved by the administration in advance and will be paid days.

JURY DUTY

Staff members required to be on jury duty will receive pay while serving contingent on the teacher paying the school any fees received, minus travel allowances, for such jury service.

FAMILY/PARENTING LEAVE

Please see official school policy "FAMILY AND MEDICAL LEAVE" (410) for information regarding this leave.

WORKER'S COMP

If an employee is injured on the job and collecting compensation insurance as well as drawing on sick leave and receiving full salary from the school, such salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days paid not covered by insurance will be deducted from accrued sick leave.

NOTE: An employee who is dishonest about the reasons for being absent from work will be subject to disciplinary action that may include dismissal from Tesfa International School.