

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Employee Lateness/Early Departures	
ADOPTION/EFFECTIVE DATE: Revised: April 3, 1989 Reissued: July7, 1993 Reformatted: October 9. 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel Amendment:	

A. Purpose

To establish the parameters for arriving late and leaving early from work.

B. Policy Statement

As a general procedure, employees should not request permission to leave work early or arrive at work late for non-school related business. However, the Principal may grant an employee permission to arrive late to work or leave early from work for important reasons only.

C. Rationale

Daily attendance is essential to full participation in all learning experiences as well as in establishing a work ethic that will benefit students at higher levels of education and future employment.

D. Definitions

None

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E. Implementation Guidelines

The Principal will record the absent as follows:

1. Employees who arrive at or leave work more than an hour and a half after the start of or before the end of their duty day will be charged with one-half (1/2) day of the appropriate leave.
2. Employees who arrive at or leave work more than four hours after the start of or before the end of their duty day will be charged with one (1) day of the appropriate leave.

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy in 2017. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References

None