

# **ABSENCE PROCEDURE**

The day before or after the Spring break, Thanksgiving holiday and/or Winter break, if taken off, are considered day(s) without pay.

## **Paid Time Off**

### **Administrative positions:**

**Administrative:** 12-month work schedule – 10 days

**Instructional (Teachers)** 10 month work schedule -8 days

### **Instructional Leaders**

10-month work schedule -10 days

### **Non-administrative and non-teaching positions – hourly and/or salary:**

12-month work schedule- 8 days- 4 per semester

10-month work schedule- 4 days- 2 per semester

10-month work schedule part-time – 2 days – 1 per semester

1. If the paid time off is used before the end of annual term and employee leaves MCCS, for any reason, the employee is responsible to repay the used days (net daily rate x number of used paid days).
2. A full school day is from the required arrival time to the required departure time.
  - ½ day absence is considered either from 8:00 A.M. to 11:30 A.M. or from 11:30 A.M. to 3:00 P.M.
  - ***Three late arrivals will constitute a half-day absence***
  - Teaching staff may NOT leave the school campus during the planning and

collaboration time. That time is scheduled for purposeful planning, recording students' grades, data analysis, and collaboration with other teachers.

- Staff may leave during lunch time and return to work station as indicated in the schedule.
  - All faculty is required to use the time clock to leave and return to the campus during the day.
3. Attending all school functions during, before and/or after school hours is mandatory for all faculty members unless advised otherwise. Hourly personnel will be paid.
  4. Days attending Professional Development, meetings or any school related activities are considered a paid work day.
  5. Employees are eligible for 3 additional paid days for situations involving the immediate family (spouse/significant other, parents, children, siblings). Such situations may include **wedding, death or severe sicknesses**. The school office must be informed in writing. The school reserves the right of asking for documentation.
  6. Miami Community Charter School, Inc. provides the employee with **three paid weeks for maternity/paternity or medical leave**. The employee must submit the employer with a written notification prior to leaving.
  7. Miami Community Charter School, Inc. is in full compliance with FMLA. The employee must use all of the paid, sick and personal days before using the FMLA.

*Everyone including hourly employees will get paid for legal holidays, which are as follows:*

- New Years' Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and Day after Thanksgiving
- Christmas Day

## **Contact Information and Procedure for Time Off:**

Planned absences must be emailed to **attendance@mccsedu.org**. Request should be received with a minimum of 48 hours prior to the requested date. Attach your lesson plans/additional materials and instructions you want for the substitute teacher to your e-mail.

In case of absence for sickness or unplanned situation, send e-mail to **attendance@mccsedu.org** no later than 6:00 am of the day you are out. Attach your lesson plans/additional materials and instruction for the day.

In extreme emergencies & unforeseeable situations, please call (305) 245-2552 for Elementary and (786) 243-9981 for Secondary to inform office staff.

### **Contact numbers:**

*S. Papili – 786-488-4447*

*M. Rieumont-786-399-6169*

*R. Fiallo-813-310-9279*

*A. Delgado –786-564-5195*

*R. Rodriguez - 305-766-9650*

*D. Linares – 786-201-3855*

\*In the event of an unplanned absence, if lesson plans are not available in your classroom they must be emailed to the administration.

Miami Community Charter School's practice is in accordance with the FMLA.