



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Absences for Benefits Ineligible Employees
Policy Number:	GCCI-TCA
Last Reviewed:	3/26/2014
Category:	Personnel
Author/Cabinet Approval:	Director of Human Resources

## INTRODUCTION

When a benefit-ineligible (<0.5 FTE) employee is absent due to an excused reason, their time missed may be flexed. The employee and their supervisor are responsible for making sure the time is flexed within the pay period and that any time not made up will result in a loss-pay situation. When it results in loss-pay and the employee is exempt, they will complete the Leave Without Pay section of the on-line Leave form for the hours. Hourly employees will reflect the time on their timesheets and will be paid based on their timesheets.

Veteran employees who have leave on the books from last year (04/05) may use those hours for absences.

### Policy Revision History

Date	Revision Details	Revised By
3/26/2014	Reformatted policy into new template. Completed annual review.	Director of Human Resources