

# ABSENCES

At the beginning of each school year, all Para-Professionals start out with an allotted amount of absences—this will include any absences from the previous year that were not used, and any personal leave days that were not used.

Example: If at the end of the school year, there are five absences left in your 'absence bank' and one personal leave day that was not used, those six days would then roll over to the next year to be added to your absence bank.

- Each Para will automatically start the year with nine absences in their bank. This means that you will have one paid absence day to use for each month—if that day is not used, then it will carry over to be used in the following month.  
(Para's that work at the preschools will start with 10 days due to their school year being a bit longer than the regular schools.)
- If you are gone for more than the one paid absence day, that will result in a pay deduct.

**Pay Deduct**— Para will not be paid for the time gone for that day(s). But, on their spreadsheet, they will be credited for the hours toward their contract. (Basically meaning that the Para will get the hours for their contract but will not get the money! ☹)

- Absences will be subtracted from your bank by half or whole days. We can not take just one or two hours at a time due to the way our payroll system is set up.

\*\*\*Please be sure that for each day you are gone, you send in a green attendance form!!!\*\*\*