



# SANDUSKY BLUE STREAK STAFF RECOGNITION FORM



## BLUE STREAK EXCELLENT ATTENDANCE AWARD CRITERIA

Sandusky City Schools values employees with Excellent Attendance and recognizes employees quarterly for Excellent Attendance.

### Eligibility

To receive an Excellent Attendance Award, the employees must have been employed at least one complete school year. **Building Principals will submit quarterly lists of eligible employees.**

Excellent Attendance is defined as follows:

### Excused Absences:

Permissible absences that do not affect Excellent Attendance:

1. **Vacations/Holidays** - authorized and approved by school district
2. **Military Leave** - as determined by military leave orders with a copy presented to your supervisor
3. **Death in Family**
4. **Jury Duty** - days determined by needs of the court

Non-Excused Absences and Tardiness will disqualify employees for the Excellent Attendance Award.

Non-Excused Absences and Tardiness

1. **Reporting to work late** on more than 5 occasions will be treated as an absence as noted by the supervisor in the employee's time records
2. **Leaving early** on more than 3 occasions will be treated as an absence as noted by the supervisor in the employee's time records
3. **Unscheduled late arrivals or early departures** must be made up within the same work week

There will be no exceptions made toward the awarding of Excellent Attendance Awards other than those noted above. These guidelines are used to determine Excellent Attendance Awards ONLY.

Any decision as to the interpretation of any of these circumstances and/or the facts involved is final and not subject to any question or review. Sandusky City Schools reserves the right to modify and/or terminate this policy at any time.