

**THE NEW YORK CITY DEPARTMENT OF EDUCATION  
ALTERNATIVE SCHOOLS AND PROGRAMS  
GED Plus**

90-01 Sutphin Blvd. – 2<sup>nd</sup> Floor, Jamaica, NY 11435  
Telephone (718) 557-2590 Fax (718) 557-2599

**PERSONNEL ATTENDANCE - POLICIES AND PROCEDURES**

Consistent attendance on the part of staff is essential to providing an effective instructional program. This is particularly true in GED Plus where our students rely upon staff to provide a stable, safe and nurturing academic environment. To that end, all staff is asked to carefully review the following GED Plus Attendance Policies and Procedures.

**TIMESHEETS** – Timesheets for all GED Plus personnel are to be submitted to your payroll secretary at the GED Plus Administrative Office, located at 90-01 Sutphin Blvd., 2<sup>nd</sup> Floor, Jamaica, NY 11435, at the end of EVERY MONTH. Please sign your timesheet daily and have it available at all times. Arrival/departure times do not need to be entered unless they vary from the regular schedule.

**ABSENCES**– All GED Plus personnel are required to telephone the GED Plus Administrative Office 24 hour-a-day automated voice answering system by dialing (718) 557-2593 to report an absence no later than 7:00 a.m. Please indicate your first and last name, title, site, date of absence, the type of absence you're reporting e.g., self-treated, medically certified, death in family, etc. and, if a sub is necessary. (Teachers only.)

In addition to reporting absences, all staff members are required to submit, directly to the payroll secretary, an absence form (OP 198) immediately following each absence along with any necessary documentation such as medical notes, jury duty notifications, etc.). Forms for medically certified absences not received in a timely manner may result in a loss of pay. These are legal documents and must be kept on file for future reference. OP 201 forms are to be filed for days of non-attendance, which include death in family, jury duty, graduation, professional conferences, etc.

**PERSONAL DAYS** - Personal days are to be requested in advance (when applicable) and in writing to the principal. The nature of the personal business must be indicated. UFT members will be allowed a maximum of three personal business days per year. DC 37 personnel are allowed one personal day per year to care for a family member who is ill.

**EXCESSIVE ABSENCES** – On a case-by-case basis, any staff member who is absent more than 10 days in a school year may be subject to disciplinary action, including the possibility of an unsatisfactory rating, suspension without pay and/or termination. 8

**LATE ARRIVAL/EARLY DEPARTURE** – Should it become necessary to report to work late or depart early due to an unforeseen event, staff members must contact their immediate supervisor to obtain authorization. If the immediate supervisor is unavailable or inaccessible, an administrator at the Administrative Office must be notified. The exact time of late arrival or early departure must be noted on your timesheet.

**JURY DUTY** – Staff are required to inform the payroll secretary immediately upon jury duty notification. The principal will issue a letter asking that the staff member be given a postponement if so requested. While on jury duty, the staff member must call the Administrative Office daily to inform of jury duty status.

**CHANGE OF PERSONAL INFORMATION** – A new form “Personal Tax and Data Change” form will now be replacing the OP-85 form. This form is available at: <http://schools.gov/Offices/DHR/ToolsResources/DHRForms.htm>. This form is used to change your name, address, marital status, Social Security number, home phone number, tax status, tax allowances, tax exemptions, and additional withholding amounts. In addition, you must fax a copy of this form to your payroll secretary at the Administrative Office to be kept in your file.

**LEAVES AND SABBATICALS** – Applications for leaves should be filed with the payroll secretary as soon as possible. Sabbaticals may only be applied for during prescribed periods of time. A memorandum will be distributed with all sabbatical due dates. The payroll secretary will provide sabbatical and leave information upon request.

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