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## ATTENDANCE/MAKE-UP/ABSENTEEISM POLICIES

### SCHOOL YEAR 2010 – 2011

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\*\*\*\*DISTRIBUTE TO ALL EMPLOYEES ENROLLED IN THE APPRENTICESHIP PROGRAM\*\*\*\*

All Apprentices will be notified of these policies on the 1<sup>st</sup> night of class and at the new apprentice orientation.

#### *Attendance Policies*

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1. Absences will not exceed 8 hours per/semester, that is 2 classes per/semester.
2. Absences will be counted by semester, rather than by year.
3. It is the responsibility of the apprentice to make sure they have signed the attendance sheet.
4. It is the responsibility of the apprentice to be on time for class.
5. Any apprentice late by 10 minutes or more will be counted absent.

#### *Make-Up Policies*

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1. One make-up day will be provided at the end of each semester for a total of two days.
2. There will be no additional make-up provided. An appeal can be requested by the apprentice to the Apprenticeship Coordinator, Board of Trustees and their employer in writing to ask for an exception.

#### *Absenteeism Policies*

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1. There will be no excused absences. The make-up days provided allow for enough hours to complete the required 144 hours.
2. The following reasons will be accepted; Maternity/Paternity Leave, Military Duty, Jury Duty, Mandated Work by Employer and Death in the family.
3. Each apprentice will be required to sign an absenteeism form, provided by their instructor, give a reason for missing class and return to their instructor. The form will then be faxed to their employer by KCEF staff.
4. Without the completed absenteeism form, the apprentice will not be allowed to attend either make-up class provided.

\*\*\*\*ANY APPRENTICE NOT FOLLOWING THE ABOVE POLICIES WILL BE DISMISSED\*\*\*\*

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213  
Completed forms may also be faxed to: 502-451-1700  
For questions or further information please contact:  
Stephanie Coleman – 502-400-2035 – [scoleman@kyanaabc.com](mailto:scoleman@kyanaabc.com)  
Don Jordan – 502-400-2033 – [djordan@kyanaabc.com](mailto:djordan@kyanaabc.com)