



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities  
Leading Educators

June 22, 2016

**TO:** All Los Angeles County Office of Education (LACOE) Employees  
**FROM:** Darren McDuffie, Ed.D., Chief Human Resources Officer  
**SUBJECT:** Absence Reporting and Tardiness

Pursuant to Superintendent Policy 4161, 4261 and 4361 all employees who are absent from work must complete an electronic request and submit a LACOE absence claim immediately upon returning to duty. As of December 2015, this claim is now completed electronically through the “NOVATime Anytime” attendance system.

Accurate time reporting is in the interest of both the employee and the Office. The responsibility to keep the supervisor/time approver informed rests with the employee. Effective communication of late arrival to work by the employee to their supervisor will foster honesty and ensure positive working relationships. Effective communication of time and attendance expectations will ensure that the employee’s pay and leave records are complete and accurate.

Supervisors shall ensure employees utilize the NOVATime Anytime attendance reporting system and are familiar with the online procedures that guide the practice of the division and unit. Supervisors shall have an established practice for allowing employees without computer workstations access to a computer workstation during work hours.

An employee that reports to their assignment after the start of their scheduled workday is considered absent/tardy until they report in to their supervisor/timekeeper. A sign-in protocol established by the division is an acceptable means for reporting late arrival.

An employee must contact his/her supervisor and provide a NOVATime reason for the absence/tardiness. If no information is reported in NOVATime, or has been made available to the supervisor, the absence/tardy is considered as unauthorized and will be reported as 23 Personal Business Docked, which is an unpaid status.

Absence Reporting and Tardiness  
June 22, 2016  
Page 2

Employees have access to a variety of leave provisions to utilize when reporting late. Supervisors shall have the discretion to approve, modify or deny employee leave requests when an employee has knowingly falsified a claim or failed to adhere to the Superintendent's Policy 4161, 4261 and 4361 and the accompanying Regulations or contract language/provisions. Knowingly falsifying documents and/or providing false information is also a cause for disciplinary action, up to and including suspension or dismissal.

Questions regarding these guidelines should be directed to the Director of Human Resource Services at (562) 803-8348.

Thank you.

Attachment

DM:jc/vedc