

ABSENTEEISM POLICY

The Akron Area Electrical Joint Apprenticeship Training Committee (AAEJATC) realizes that there are times when an apprentice may miss class due to illness, accidents and other immediate matters. Although the reasons mentioned above may necessitate absence from class, it will still require a makeup class. All apprentices must meet their minimum hours as required by the state and federal approving agencies by the Local Apprenticeship Training Standards.

When an apprentice is absent from a class session, he or she must fill out and submit to the Training Office an absence slip within seven days (Absence slips are located in the break room). An apprentice may miss up to five (5) classes over the entire five years of the Inside Apprenticeship program, but no more than two per year. Residential and Tele/Data may miss up to three (3) classes over the entire three-year program, but no more than two (2) per year. If the apprentice misses more than the allowable amount per year or total accumulative, he or she will have to attend the next scheduled committee meeting to explain the circumstance. The committee will advise if he or she will repeat the school year, be dismissed from the program or be allowed to continue because of rare, difficult circumstances.

Written requests by the apprentice will be made for major medical emergencies involving hospitalization or official military duty. Upon requested approval, the AAEJATC can excuse up to five missed classes in one academic year for these circumstances. Official documentation from the physician for the hospitalization or official copy of military orders will be necessary. All missed technical instruction will have to be made up promptly. If the apprentice misses more than five class nights in one academic year for any combination of circumstances, he or she will have to repeat that academic year.

The AAEJATC will determine when makeup classes will be scheduled. Makeup classes must be made up no later than 45 days from the day of absence or before the end of the school year, whichever occurs first. Failure to appear to a scheduled makeup class will be counted as an additional absence, and the apprentice will be required to attend the next scheduled committee meeting. The AAEJATC meetings are held monthly, and advanced written notice will be given to the apprentice of when to appear.

The last makeup class to be scheduled will be in May of the current training year. If an apprentice has not met the required class hours, he or she will have an incomplete year. The school year must be repeated at the same pay period with all academic material relinquished to the AAEJATC and new administrative fees.

Print Name _____

Signature _____

Date _____

Amendment to the Akron Area Electrical JATC rules and policy Section VIII paragraphs 10 – 15 revised and approved February 5, 2019. Retroactive for the 2018-19 Technical Instruction year. This policy supersedes the previous policy.