

# Teacher Absence/tardiness Policy

USTAR



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- **Q: What do I do if I have emergency( personal, technical, medical?)**
- **A: Step 1 Teacher notifies admin through Ding talk immediately**
- **Step 2 teacher send proof of emergency through Dingtalk. Teacher receive no deduction of pay if approved.**

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- Q: What do I do if I need a day off?
- A: Teacher submits leave request form five days in advance.
- Q: What happens if I cancel class within 5 days?
- A: \$10 per class will be taken from teacher paycheck unless its approved emergency.

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- **Q: What happens if I cancel class within 12 hours?**
  - **A: \$20 will be taken from teacher paycheck unless its approved emergency.**

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- **Q: Any restriction in how many days a teacher can take off of work?**
  - **A: Yes. Up to two weeks for a year for teacher's leave.**
  - **Q: What happens if I forget to attend class?**
  - **A: \$30 will be taken from teacher pay.**

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