

Addendum to Employee Guidelines: Blockout Dates and Attendance Policy

Effective immediately, the following policy regarding blockout dates and attendance expectations is being added to the employee guidelines:

- **Blockout dates notification:** The Clerc Center Leadership Team will make every attempt to communicate blockout dates (periods during which employees are expected to be present due to operational needs) in advance at the start of the academic year.

The Clerc Center reserves the right to add dates and communicate before the start of each academic quarter for needs (e.g., U.S. Department of Education site visit) that may arise. It is the employee's responsibility to ensure they are aware of and plan for these dates.

- **Attendance on blockout dates:** Attendance during blockout dates is mandatory. If an employee is unable to attend work on a blockout date due to illness or emergency, their supervisor reserves the right to request a proof of documentation or require that the employee obtain approval for leave usage. The employee must notify their supervisor as soon as possible about the conflict and follow the appropriate procedure as outlined below:
 - **Doctor's note:** A doctor's note will be required for absences related to illness, which should be submitted to the supervisor upon return to work.
 - **Emergency absence:** If an employee requests leave during a blockout date (for an emergency reason other than illness), the supervisor reserves the right to request that they provide documentation.
- **Failure to follow procedure:** If an employee fails to follow the notification procedure for blockout dates or does not provide required documentation (e.g., doctor's note, leave approval), the absence will be considered unexcused and disciplinary action may be taken up to and including unpaid leave for the day(s) missed.

Employees are expected to adhere to these policies in order to maintain smooth operations and fairness across the team. Supervisors will ensure all blockout dates are communicated clearly and in a timely manner. Any exemptions to this will be evaluated on a case-by-case basis.

For questions or clarifications regarding the above policy, please contact your supervisor or the Clerc Center Human Resources team.