



Attendance Policy

Purpose:

To recognize the value and to preserve the integrity of the totality of the Leadership Austin Essential Class experience.

Attendance:

- Essential Class members must commit to attend all scheduled retreats and Essential class days.
- Attendance at the opening retreat is mandatory. If you are unable to attend the opening retreat for any reason, an alternate will take your place in this year's class. A person who is significantly late to the opening retreat may be considered absent by the Executive Team and subject to elimination from the Essential Class.
- Failure to attend retreats and Essential class days without a valid reason shall be considered by the Executive Team cause to be eliminated from the program.

Absences:

- An Essential Class member may be excused for a valid reason for up to twelve (12) hours of absence without any requirement that the missed time be made up.
- An Essential Class member excused for a valid reason for more than twelve (12) hours but not more than twenty (20) hours shall make up such time in excess of twelve (12) before receiving a certificate of completion of the Essential Class. The plan for the make-up of time shall be at the discretion and design of the Executive Team.
- An Essential Class member with absences in excess of twenty (20) hours for a valid reason may be granted permission to graduate by a 2/3 vote of the Board of Directors. The plan for the make-up of such time shall be at the discretion and design of the Executive Team.

Definition and Determination:

- The term "a valid reason" when used herein shall be defined to mean personal illness, a death in the family, or other extraordinary circumstances beyond the control of the individual.
- Determination of whether an absence is excused for a valid reason shall be at the discretion of the Executive Team.
- An Essential Class member is invited to submit a written description of the circumstances leading to the accrual of absences in excess of twelve (12) hours for consideration by the Executive Team.

Notification and Documentation:

- Essential Class recruitment materials shall clearly state the requirement for full attendance at the opening retreat and the importance of attendance at all class days and the ending retreat.
- The Attendance Policy shall be included in the notification of admission to the Essential Class.
- Upon acceptance of admission to the Essential Class, each participant, and if applicable his or her immediate supervisor, shall sign a contract acknowledging the commitment to attend all scheduled retreats and Essential class days.
- The Attendance Policy shall be included in the Essential Class notebook, conveyed to all Essential Class members at the opening retreat and reviewed periodically throughout the program year.

Approved by Leadership Austin Board of Directors May 2, 2002.