



Attendance Policy

Purpose:

To recognize the value and to preserve the integrity of the totality of the Leadership Austin Emerge program experience.

Attendance:

- Emerge class members must commit to attend all scheduled class days.
- Attendance at the opening retreat shall be 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 Emerge program.
- Failure to attend the retreat and Emerge class days without a valid reason shall be considered by the Executive Team cause to be eliminated from the program.

Absences:

- An Emerge class member may be excused for a valid reason for up to four (4) hours of absence without any requirement that the missed time be made up.
- An Emerge class member excused for a valid reason for more than four (4) hours but not more than eight (8) hours shall make up such time in excess of four (4) before receiving a certificate of completion of the Emerge program. The plan for the make-up of time shall be at the discretion and design of the Executive Team.
- An Emerge class member with absences in excess of eight (8) 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 Emerge class member is invited to submit a written description of the circumstances leading to the accrual of absences in excess of four (4) hours for consideration by the Executive Team.

Notification and Documentation:

- Emerge program recruitment materials shall clearly state the requirement for full attendance at the opening retreat and the importance of attendance at all class days.
- The Attendance Policy shall be included in the notification of selection to Emerge.
- Upon acceptance of admission to the Emerge program, each participant shall sign a contract acknowledging the commitment to attend the scheduled retreats and Emerge class days
- The Attendance Policy shall be included in the Emerge program materials, conveyed to all Emerge class members at the opening retreat and reviewed periodically throughout the program year.