ATTENDANCE POLICY

Purpose: To recognize the value and preserve the integrity of the Essential program experience.

Attendance:
- Class participants must commit to attend all scheduled retreats and class days (100 hours over nine months).
- Attendance at the opening retreat, in full, is mandatory. A participant who is significantly late to the opening retreat may be considered absent and subject to elimination. If you are unable to attend the opening retreat for any reason, an alternate will be placed immediately. You cannot defer your participation to a future class year.
- Failure to attend retreats and class days without a valid reason shall be considered by the Executive Committee cause to be eliminated from the program. Leadership Austin staff must be notified each time you may be late or absent on a class day.

Absences:
- Class participants, with a valid reason, may be excused for up to ten (10) total class hours of absence without any requirement that the missed time be made up.
- Class participants, with a valid reason, may be excused for more than ten (10) total hours but not more than twenty (20) if approved by the Executive Committee of the Leadership Austin Board of Directors. A plan for the make-up of such time shall be at the discretion and design of the Executive Committee.
- Class participants with absences in excess of twenty (20) hours may be granted permission to graduate by a 2/3 vote of the Leadership Austin Board of Directors. The plan for the make-up of such time shall be at the discretion and design of the Executive Committee.

Definition and Determination:
- The term “a valid reason” is defined as a 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 Committee.
- An Essential class member is invited to submit a written description of the circumstances leading to the accrual of absences in excess of ten (10) hours for consideration by the Executive Committee.

Notification and Documentation:
- The Attendance Policy is included in the notification of selection to the Essential program, conveyed at the opening retreat and reviewed periodically throughout the program year.
- Upon acceptance of admission to the Essential class, each participant shall acknowledge their commitment to attend all scheduled retreats and Essential class days.

(Updated April 2021)
ESSENTIAL 43 – CLASS 2022 / PROGRAM DAYS
(As we plan with the pandemic, some of these time requirements are subject to change.)

2021
Thu, Oct 21 & Fri, Oct 22, 9:30 am – 4:00 pm (Opening Retreat, not overnight)

Weds, November 17, 9:30 am – 4:00 pm

Weds, December 15 & Thurs, Dec 16, 9:30 am – 4:00 pm (two days)

2022

Weds, January 19, 9:30 am – 4:00 pm

Weds, February 16, 9:30 am – 4:00 pm

Weds, March 23, 9:30 am – 4:00 pm

Weds, April 6, 9:30 am – 4:00 pm (weather contingency)*

Weds, April 20, 9:30 am – 4:00 pm

Weds, May 18, 9:30 am – 4:00 pm

Weds, June 1, 2:00 pm – 5:00pm (Graduation & Closing Reflections)

After the opening retreat, we will send out calendar appointments for all of the class location details, parking instructions and any other important logistics.

Each class will be followed by an optional social hour located somewhere near the class location.

*Class participants are asked to hold this date as a weather contingency. Leadership Austin will follow weather delays/cancellations based on AISD decisions and should know by early March if this date can be removed from your calendar.