Scheduling and Time Off Details

It is extremely important that IC3 has coverage to meet required ratios so as to provide proper supervision and care of the children. Staff must responsibly arrange for time off with the Scheduler or IC3 Administration as described below.



SICK CALL/UNPLANNED ABSENCES

<u>If there is even a remote possibility that you will be unable to work the next day</u> contact the Scheduler.

- Scheduling telephone number: **607-257-0254 - VOICE ONLY**
- Scheduling call out times: **EVENING 8:30-9:00PM**
  MORNING 6:00-6:30AM

For all sick calls and unplanned absences, <u>you must speak</u> with the Scheduler directly at this number.

<u>You MUST speak with someone</u>, leaving a voicemail, email or text is not considered a valid “call out”.

If you have missed the 6:00-6:30AM call out time, contact IC3 directly (607-257-0200) after 7:15AM.

Current Scheduler: Bethany Woodman
You may receive calls or texts about scheduling from:
Text/Voice: 607-592-1023
Email: bwoodman@icthree.org
These are not available for calling out

Scheduling and Time Off Details

EMERGENCY COVERAGE WHILE WORKING

If a scheduling emergency occurs during the workday, contact the Program Director, Jeanne Malone, (ext. 124) or the Front Desk/Office (ext. 120). The Front Desk will assist with calling a substitute or arranging coverage. Administrative staff are not available to cover in the classrooms except for extreme emergencies.

TARDINESS, arriving late for a shift

If you will be even a few minutes late, please notify the IC3 (607-257-0200) ASAP. You are expected to arrive with ample time to be ready to work when your shift starts. Arriving late (even by a few minutes) is not acceptable and has a ripple effect on many other people. If the person who is relieving you for your shift is late, please handle it directly with that person at that moment. Ongoing problems may be brought to the attention of the Program Director.

'NO SHOWS'

No shows are unacceptable, will be tracked and you may risk disciplinary action. Two 'No Show/No Call' events are considered 'Job Abandonment' and employment may be terminated.

SCHEDULES FOR FLOATING TEACHER ASSISTANTS & SUBSTITUTES

The Scheduler will notify you by phone, email, text, or in writing of your tentative schedule for the upcoming day or week.
If you have questions about the day's schedule or your placement, the Front Desk can help you. A preliminary copy of the Daily Schedule is available in the Staff Lounge but is not updated during the day.

SUBSTITUTES ONLY

Let the Scheduler know of any changes in your availability as soon as possible.

Scheduling and Time Off Details

REQUESTS FOR SHORT-TERM TIME-OFF

There may be occasions when employees must plan and request short term time off for things such as personal business or medical appointments. Employees with benefits have days allocated to use for personal time (i.e. Vacation, Sick time, etc.) specific to their position. Please refer to your Employment Letter for specifics to your position or check your balances on ADP.

To request time-off (both full and part day) the employee completes a "Request for Time Off" form, found in the Forms Binder in the Staff Lounge and places it in the Scheduler mailbox for approval processing. Various factors go into whether a request is approved or disapproved: the number of other people already off at the same time and the Center's ability to provide substitute coverage to meet ratios.

You should refer to the Time–Off calendar posted on the IC3 website (icthree.org). to assess the number of people already approved as you consider which days/times to ask for time off. Submit requests as early as possible. If you have questions, the Program Coordinator can assist you.

When scheduling appointments for a part-day-off approval, please keep in mind that morning appointments are easier to cover than afternoon appointments.

The forms binder also has 'Time Off Change Request' forms to be used should the employee wish to change or cancel a previously approved short-term event. Place the completed forms in the Scheduler's mailbox.

EARLY BIRD TIME-OFF

Twice a year we offer what is called an early bird time off. The periods are October through February and March through September. In July the forms go out for the October through February and In January the forms go out for October through February. This allows for people to plan in advance for vacations and days off.

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