

## ELECTRICAL TRAINING INSTITUTE OF INDIANAPOLIS APPRENTICE ATTENDANCE POLICY

In the event an apprentice is absent from school, they may be excused from class when the absence meets the criteria of the following parameters as identified and listed below:

1. Due to personal illness which requires immediate medical attention.
  - a. Proof of appointment through either an in-person office visit or through an online health provider is required.
  - b. Medical attention must be sought during apprenticeship school hours.
2. While in medical quarantine under the direction of a county or city health officer.
  - a. Proof of positive test results which necessitate the quarantine shall be required.
  - b. Specific class day must fall within the requirements of the quarantine time.
3. Attending the funeral services of a member of the apprentice's immediate family.
  - a. Allowance for one day, which must be the specific class day if services are in Indiana.
  - b. Allowance for three days, which must include the specific class day if services are not in Indiana.
    - i. Allowance of one day before and after for travelling, if located outside Indiana.
4. Unplanned illness or emergency medical appointment of a child of for whom the apprentice is the custodial parent.
  - a. Appointments must occur during apprenticeship school hours.
  - b. This will not include pre-planned medical, dental, optometric, or chiropractic appointments.
5. Unplanned emergency medical attention of a significant other for whom the apprentice is the lone caretaker.
  - a. Medical attention must be sought during apprenticeship school hours.
  - b. This will not include pre-planned surgical, medical, dental, optometric, or chiropractic appointments.
6. Jury duty as provided and required by applicable local, state, and federal law\*
  - a. Proof of personally addressed summons shall be required.
  - b. \*Only excused if the submission of a Class Change form is NOT an option!
7. Personal court appearance where the apprentice is called as a defendant, plaintiff, or witness\*
  - a. Requires court-issued verification and the event must occur on the specific class day during normal apprenticeship hours.
  - b. \*Only excused if the submission of a Class Change form is NOT an option!
8. In addition, an absence may be excused for justifiable personal reasons beyond those listed above for the following:
  - a. An appearance in court (other than referenced above).
  - b. Attendance at a funeral service (other than referenced above).
  - c. Observance of a holiday or religious ceremony.
  - d. Attendance at religious functions and retreats.
    - i. For the purposes of this section, attendance at religious retreats shall not exceed eight (8) hours per semester.
  - e. Attendance at an industry-mandated or employment-requested conference or training session.
  - f. Other applicable reasons per the sole discretion of the Training Director.
    - i. For the purposes of this entire section, excuses shall be submitted in writing and to the Training Director for consideration.
9. All absences either not listed or unavailable for consideration per the guidelines above shall be deemed unexcused and penalties will be incurred as identified in the current edition of the apprenticeship Rules & Policies.