

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Apprentice Attendance Policy for Landscape Irrigation Fitters

- I. Related classes shall consist of five (5) school years. A school year shall consist of two (2) semesters, approximately eight (8) Saturdays in each semester. There may be up to two (2) days of school per month, with each class lasting nine (9) hours. Apprentices shall only be enrolled in classes during the Fall and Spring semesters of each year.

No absences will be excused. All absences will be addressed as outlined in Item II. If a student is absent two (2) school days or more, the apprentice should contact his or her Joint Apprenticeship and Training Committee (JATC) to request a leave of absence.

- II. Absence Procedure:

No excused absences.

- (a) One (1) missed Saturday requires nine (9) hours of makeup.
- (b) Two (2) missed Saturdays — apprentices will remain on the roster, continue attending classes and must contact the JATC - Local 345 office.
- (c) Non-attendance will be referred to their JATC for disciplinary action and possible removal from the program for non-compliance.
- (d) An apprentice who arrives late will be marked tardy (1 to 29 minutes). Four (4) tardies shall be equivalent to one (1) absence.
- (e) An apprentice who arrives 30 minutes after class begins will be considered absent for that day.
- (f) If an apprentice does not sign in and initial out on the roll sheet, he/she will be marked as absent.
- (g) Leaving class prior to dismissal shall be equivalent to one (1) absence.

- III. Attendance Procedures:

Makeup class will be held at the end of each semester at a designated A&J Training Center.

- IV. Each apprentice shall be required to sign an agreement to comply with these rules, which will include a clause authorizing the release of class records to his or her Joint Apprenticeship and Training Committee, as well as to the appropriate city, state and federal agencies.