

# NEPPA Apprentice Lineworker School

## Attendance Expectations – Standard Operating Procedure (SOP)

**Purpose:** This policy defines attendance requirements, absence reporting, and make-up expectations for the NEPPA Apprentice Lineworker Program. Consistent attendance is required for program completion.

### ***Annual Training Requirements (95 Hours Minimum)***

- In-Person Training: Four (4) weeks per year, three (3) days per week, six (6) hours per day, held at NEPPA unless otherwise noted.
  - Virtual Training: Four (4) sessions per year, four (4) hours per session.
  - Apprentice Rodeo: One mandatory 7-hour Rodeo Day in June.
- Failure to meet required hours may delay testing, advancement, or graduation.

### ***Attendance Expectations***

- Attendance at all in-person and virtual sessions is required.
- On-time arrival is required.
- Attendance is recorded daily in official apprentice records.

### ***Reporting Absences***

Notify NEPPA before 7:30 AM on the day of absence:

Call: (978) 541-2200 | Email: [training@neppa.org](mailto:training@neppa.org)

Required: Name, Employer, Date, Reason for absence.

Documentation may be required for employer-related work conflicts.

### ***Excused vs. Unexcused***

NEPPA does not classify absences as excused or unexcused. All absences require notification and make-up training.

### ***Make-Up Requirements***

- Miss One In-Person Day: Attend one make-up day during the next scheduled NEPPA training week.
- Miss One Virtual Session: Attend the next scheduled virtual session.
- Miss Entire In-Person Week: Attend the next training week on the NEPPA calendar; content may differ but credit applies.
- All make-ups coordinated with NEPPA Training Staff; adjustments require Director approval.

### ***Tardiness & Early Departures***

- Tardy (10+ minutes late): Same-day make-up allowed with Director approval; repeated tardiness may require make-up hours and employer notification.
- Early Departure: Not allowed without approval; must be requested 1 day in advance; time may be completed during the same week.
- Virtual Credit: Cameras must remain on unless approved.

### ***Completion Requirements***

Failure to complete 95 required hours may result in required repeat sessions, delayed graduation or advancement, and employer notification.

### ***NEPPA Responsibilities***

NEPPA may adjust schedules, request documentation, limit make-ups based on capacity, and notify employers of attendance concerns.

### ***Apprentice Responsibilities***

Apprentices must track attendance and hours, complete required make-ups, communicate proactively, and maintain professionalism and punctuality.