

Regulation

EMPLOYEE ATTENDANCE

In an effort to implement the Board of Education on employee attendance, the following administrative guidelines shall be followed:

- A. Every effort shall be made to reduce employee absenteeism.
- B. While the administration recognizes the need to be absent during periods of illness, procedures shall be followed which should eliminate abuses in this area. These efforts may include:
 - 1. Contact with employees upon their return to work, who are absent three or more days, by the school administrator/supervisor;
 - 2. Requiring the employee to file a physician's verification of illness for each absence.
- C. Every effort shall be made to ensure that personal days as granted by contractual language are used for the strict purpose of effectuating personal business which cannot be managed outside of the normal working day.
- D. While it is the intent of the Board to have all employees in attendance each workday, it is recognized that there are times when situations arise which could be considered for an unpaid personal days. Any unpaid personal leave of absence requested by an employee which is not covered by statute, Board policy, or contractual agreement shall be considered on the merits of each individual request.

A request in this content generally shall not be granted for the following reasons:

- 1. Going on a vacation;
 - 2. Extending a vacation;
 - 3. Accompanying a spouse on a business trip;
 - 4. Attending non-educationally related conventions;
 - 5. Other vacation/leisure type activities.
- E. These requests for unpaid personal leave days must be made in writing prior to the requested day(s) to the Office of Personnel Services.

Adopted: 06/08
Readopted: 08/14

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A. Staff Attendance Improvement Plan

In an effort to implement the Board of Education Policy #423, the following Staff Attendance Improvement Plan should be implemented by all school administrators and supervisors:

1. All school administrators/supervisors shall review the Perfect Attendance Program with the staff.
2. Upon the staff member's return to work from an absence of three or more consecutive days, it is recommended that the school administrator/supervisor initiate personal contact to demonstrate interest in the welfare of the staff member.
3. An individual attendance record card for all non-certified staff members will be maintained by designated staff at each building location.
4. After the sixth day of occasional absence, it is recommended that upon the staff member's return to work, the school administrator/supervisor should demonstrate an interest in the welfare of the staff member and also remind him/her that his/her attendance will be closely monitored.
5. After the eighth day of occasional absence, if the school administrator/supervisor has concerns that a staff member is abusive of the attendance policy, he/she will express this concern to the staff member. The school administrator/supervisor will inform the staff member that on the next occasional absence, the school administrator/supervisor will send a letter to the Superintendent requesting that the staff member's incremental pay increase for the next year be subject to review.
6. After the ninth day of occasional absence, if the school administrator/supervisor maintains concerns that the staff member is abusive of the attendance policy, the school administrator/supervisor will forward a letter to the Superintendent requesting a review of the staff member's incremental pay raise for the next school year.
7. All school administrators/supervisors will document excellent attendance on the annual evaluation report of said staff member.
8. The Superintendent of Schools will annually submit to the Board of Education the names of staff members who achieve perfect attendance during the preceding school year.
9. The Board of Education will officially acknowledge with a letter of commendation to the members of the non-certified staff who achieve perfect attendance, a copy of which will be placed in the staff member's personnel file.

B. Excessive Tardiness

(Per school year):

1. After three (3) unexcused tardies - written warning – meeting with principal/supervisor
After two (2) additional tardies - written warning – meeting with principal/supervisor
After two (2) additional tardies - written warning – meeting with principal/supervisor
2. Upon the eighth unexcused tardy, a recommendation will be made to the Superintendent for a salary increment withholding for the following year.
3. Further tardiness by the employee may result in further discipline, including non-renewal (non-tenured) or tenure charges.

4. Whether failure to perform an assigned or contracted duty is excusable or not shall be determined by the principal or the Superintendent of Schools in accordance with applicable Board regulations. Records of tardiness and assessments for this or other causes for failure to perform assigned or contracted services will be retained in the employee's file.

Adopted: 06/08
Readopted: 01/18