

Regulation

STAFF ATTENDANCE

A. Review of Attendance Data

1. A record shall be kept of the attendance of each staff member, including teachers, educational services personnel, and administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, and vacation. The employee's attendance record will include notation of verification of an absence where such verification is required by policy 4151.1/4251.1. The employee's rate of absence shall be calculated every month and entered on his/her attendance record. An employee's attendance record shall be part of the employee's personnel file.
2. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school and for the district. The attendance summary shall be posted in each school of the district.
4. A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.

B. Attendance Improvement Plan

1. Planning

The superintendent will meet with building principals and appropriate administrators to discuss the attendance summary. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.

2. Implementation

- a. The building principal shall be responsible for implementing the district's plan for the improvement of professional staff member attendance in his/her school building.
- b. The principal shall encourage the regular attendance of the staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being. The principal shall, by appropriate means, recognize staff members whose attendance is exemplary.
- c. The principal shall incorporate, and shall direct other supervisors to incorporate, a staff member's attendance record in his/her evaluation.
- d. The principal may require teachers to evaluate the work done by substitutes in their absence.
- e. The principal shall report to the superintendent any staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

3. In-service Training

The principal shall meet with the staff members assigned to his/her building at the beginning of each school year to inform employees of board policy and district regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to acquaint employees with the degree to which attendance will affect evaluation reports.

4. Counseling

- a. The building principal may, in his/her discretion, call a conference with a staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.
- b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the principal shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the staff member's evaluations. The member shall, in accordance with board policy on staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

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