

# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Attendance

## 3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. ~~Because~~ **Staff member** absenteeism ~~exacts a high cost in the depletion of district resources and in the disruption of~~ **disrupts** the educational program, ~~and~~ the Board of Education ~~is vitally interested in the attendance of each employee and considers conscientious~~ attendance an important **component of a staff member's** ~~critereon of satisfactory~~ job performance.

~~The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.~~

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences ~~without good cause~~ may be subject to **appropriate consequences** ~~discipline~~, which may include the withholding of ~~one or subsequent~~ a salary increments, **dismissal**, and/or certification of tenure charges.

**In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.** No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the **collective bargaining agreement** ~~contract~~ negotiated with the member's majority representative, **in an individual employment contract**, or provided in the policies of the Board. **In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.**



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The Superintendent, **in consultation with administrative staff members, will review** ~~is directed to ascertain~~ the rate of absence among the ~~professional~~ staff **members**, in accordance with rules of the State Board of Education. ~~Whenever the rate of absence in any school year is higher than three and one half percent, the Superintendent shall develop and present to the Board a plan for the review and improvement of staff attendance.~~ The review ~~and improvement plan shall require~~ **will include** the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 9 April 2009

**2<sup>nd</sup> Reading: 14 May 2015**

