
ATTENDANCE PATTERNS

The board of education believes that the regular presence of assigned personnel is vital to the success of the district=s educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The chief school administrator shall develop and the board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. The board requires all staff members to personally report on the approved form all reasons for absence immediately upon returning to work and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The district=s annual evaluation form will include a summary of the previous one and one half years record of attendance. The attendance record will be reviewed by the supervisor with the staff member during the annual evaluation conference. When the review of the attendance record reveals occasional absenteeism at or above five per cent, the supervisor shall inquire into the reasons for the absenteeism. Patterns of excessive occasional absenteeism will be reviewed by the building principal with the chief school administrator. Failure to improve excessive occasional absenteeism will result in disciplinary action. The chief school administrator shall cause a report on staff attendance and punctuality to be presented to the board of education annually.

Provisions shall be made for personal acknowledgment of outstanding staff attendance records.

Date: February 14, 1996

Legal References: See Appendix

Cross References: See Appendix

Key Words: Employee Attendance, Attendance Patterns, Attendance