

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 procedures to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illnesses and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The chief school administrator shall report on staff attendance and punctuality at every regular monthly board meeting.

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

Date: Reviewed: April 10, 2012
Adopted: June 12, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Employee Attendance, Attendance Patterns, Attendance

Legal References

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Other Reasons:

Regular support staff attendance is important to the continuity of the educational program. Development of a comprehensive staff attendance improvement plan is a wise assertion of management prerogative.

Recommendation:

A policy statement duplicating 4151, which deals with professional staff attendance.

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.S.A.</u> 18A:30-1 et seq.	Sick Leave
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)

Montville Township Education Association v. Board of Education of the Township of Montville, 1984 S.L.D. (November 7)

City of Burlington Educational Association v. Board of Education of the City of Burlington, 1985 S.L.D. (July 1), aff'd. St. Bd. November 6, 1985

Scotch Plains - Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

Possible

<u>Cross References:</u>	*4151	Attendance patterns
	4250	Leaves
	*4251.1	Personal illness and injury/health and hardship
	4251.6	Religious observance
	4251.7	Emergency/personal

*Indicates policy is included in the Critical Policy Reference Manual.