

ATTENDANCE PATTERNS

The Mainland Regional High School District Board of Education believes that the regular and prompt attendance 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.

A staff member who fails to give prompt notice of his or her absence, misuses sick leave, fails to verify his or ore absence in accordance with district policy falsifies the reason for absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences, may be subject to discipline. The discipline may include, but is not limited to the withholding of increments or certification of tenure charges. However, no employee will be discouraged from the prudent necessary use of sick leave or other leave provided for in the negotiated contract.

The superintendent shall develop and the board shall adopt a plan 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 superintendent 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.

Adopted: June 24, 1993
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Key Words

Employee Attendance, Attendance Patterns, Attendance

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30-1 et seq. Sick Leave
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education

ATTENDANCE PATTERNS (continued)

Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

Possible

- Cross References:** 4150 Leaves
- *4151.1 Personal illness and injury/health and hardship
- 4151.6 Religious observance
- 4151.7 Emergency/personal
- *4251 Attendance patterns

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