

Regulation

STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

Review of Attendance Data

A record shall be kept of the attendance of each staff member. The following shall be recorded:

- A. Any absence for part or all of a school day shall be recorded along with the reason for the absence;
- B. The record will distinguish sick leave, worker's compensation, personal days, leave of absence, professional days, administrative absences, and unexcused absences;
- C. The employee's attendance record will include verification of absence where such is required;
- D. The employee's rate of absence shall be calculated annually and entered on his attendance record;
- E. A record will be kept of substitutes appointed for absent employees and for the wages paid to substitutes;
- F. At the end of each school year, a cumulative attendance record shall be assembled for the district.

Attendance Improvement Plan

G. Planning

The superintendent shall meet with the building principal and appropriate administrators to discuss the attendance summary. The summary shall be analyzed for excessive patterns of absence among certain groups of employees on certain days of the week, month or year or for specific causes. Strategies for reducing the absence rate shall be developed.

H. Implementation

The building principal shall be responsible for implementing the district's plan for the improvement of staff attendance. The principal shall encourage the regular attendance of building staff. A staff member's attendance record shall be incorporated in his evaluation and a list of the number of days absent and the types of absence shall be recorded. The principal shall, by appropriate means, recognize exemplary attendance.

The principal shall report to the superintendent any staff member who is suspected of misusing leave or falsifying the reasons for attendance.

I. In-service Training

The principal shall meet with the staff at the beginning of each school year to inform them of board policy and district regulations on attendance as well as to familiarize employees with absence reporting procedures, to review the cost of absenteeism and the value of accumulated sick leave and to acquaint employees with the degree to which attendance will affect evaluation reports.

J. Counseling

"Counseling" as the term is used in this regulation, is intended to mean formal and informal meetings between a staff member and supervisory personnel to discuss any trends or patterns observed in the staff member's attendance as well as to discuss the possible causes of the trends or patterns, the possible means available to correct any undesirable trends or patterns and the possible consequences of the

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failure to take any necessary corrective measures. It does not mean professional counseling by a psychologist, psychiatrist, social worker, therapist or other professional counselor.

A staff member may be required to attend a conference with the building principal and/or supervisor to discuss the employee's absence record and to determine if counseling is indicated.

The building principal and/or supervisor may also call a conference with a staff member where the pattern of absences or reasons offered indicate a misunderstanding of the staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.

A written report of the attendance counseling conference shall be prepared and retained with the staff member's evaluations. In accordance with board policy on staff evaluations, professional staff members may examine and sign such conference reports and affix to them their comments, if any.

K. Discipline

Disciplinary action shall be recommended in accordance with the annexed guidelines.

Staff Attendance Disciplinary Action Guidelines

A staff member may be subject to disciplinary action for excessive absenteeism or other abuse of paid or unpaid leave. Examples of absenteeism which may require disciplinary action include, but are not limited to, the following:

Reason	Recommended Disciplinary Action*
Unexcused Absence	
One unexcused absence in one year	Counseling, letter of reprimand and automatic docking of pay at 1/200 or 1/240 of annual salary
Two unexcused absences in one year, or five unexcused absences in three years	In addition to automatic pay docking for each unexcused absence, withholding of increment and/or tenure charges. Nontenured staff may be terminated for unexcused absences
Excused absences	
Eight absences by the midpoint of the year	Counseling
Nine absences in the current year and nine or more days in any two of the previous four years; and a total absence of sixty days or more during a five year period (excluding approved conferences, workshops, field trip days and approved half or full year leaves of absence).	Withholding of increment and/or tenure hearing charges will be considered after a review of the frequency pattern and type of absence.
Patterned Short Term Absences (one to five days on Mondays or Fridays or on days preceding or following school holidays)	
Three occurrences in one year	Counseling
Five occurrences in one year	Letter of reprimand
Ten occurrences in two years or less	Withholding of increment and/or tenure hearing charges will be considered after a review of the frequency pattern and type of absence.

NOTE: Restoration of increment will be considered when a significant and sustained improvement of attendance is evidenced by an attendance record equal to or better than the district average during each of the three years following the year in which an increment is withheld.

*A pattern of excessive absence by nontenured staff members may be cause for nonrenewal or termination of employment.

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Adopted:	June 24, 1993
Revised:	February 22, 1994
NJSBA Review/Update:	January 2012
Readopted:	August 2014