POLICY: ATTENDANCE PATTERNS

The Board of Education is responsible for providing a continuous education program for the community. In order to fulfill its mandate, the Board expects all employees to report to work each scheduled day on time. All employees are expected to strive for perfect attendance.

The Board believes that pupils in their formative years deserve the best education possible with as complete continuity as can be accorded them, recognizing that excessive employee absenteeism has a deleterious effect on their education.

The Board requires that each employee’s attendance record be reviewed in connection with the employee’s periodic performance review.

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 staff members personally report all illnesses and request all leaves at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and negotiated contracts to which the Board is a party.

The review of employee attendance patterns should provide for:

   a. recognition of excellent attendance
   b. disciplinary action in the event of failure to meet established criteria

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30-1 et seq. Leaves of absence
N.J.A.C. 6:8-1.1 Words and terms defined


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