ELSINBORO TOWNSHIP board of Education file code: 4151/4251

**Salem, New Jersey**

****Regulation****

attendance

Employees should be informed that an unsatisfactory availability record will be reflected in their staff evaluations, salary step and promotional opportunities.

The effective control of absenteeism is a necessary management function and is essential to the on going continuous instructional grade level procedures.

To ensure that absences are not excessive to the point of being harmful to students’ education, the following administrative guidelines shall apply:

1. Each month the superintendent shall review all employee calendars for the preceding 12 months and shall conduct a conference with any employee whose record indicates one or more of the following:

1. A pattern of absences taking place on the same day or days of the week;

2. A pattern of absences before or after non-working days, holidays, etc.;

3. The number of absences has reached the yearly allocation of sick days;

4. The allowed sick leave has been habitually exhausted or nearly exhausted and for any other related just reason;

5. The number of occurrences of absence due to illness exceeds three illnesses or other absences in the past 12 months;

If the pattern is due to reasonable or justifiable cause, i.e. illness is verified, no further action shall be taken.

1. A written summary of all conferences, excluding the initial informal discussion, will be recorded and-

1. May be used in evaluation;

2. May become part of employee’s permanent personnel file;

3. May result in procedures which lead to disciplinary recommendations;

4. The employees may attach a response in accordance with the negotiated agreement;

1. After any of the conditions listed in Section I are identified, a physician’s written statement certifying disability may be required for:

1. Any day or days of sick leave claimed in accordance with Title 18A;

2. Any employee who is absent, because of illness for three or more consecutive workdays, will be required to furnish a doctor’s note substantiating the illness in order to receive disability benefits;

Non-represented employees will be required to certify their illness absences if deemed appropriate by the superintendent.

*Note: Special cases – in addition to the requirements described above, the superintendent may require a certificate at any time.*

Procedures

Once a determination has been made to address the matter of an employee’s absence, the following shall apply:

A. The superintendent shall conduct an informal discussion with a staff member whose absence is excessive. The purpose of its initial step is to bring the matter to the employee’s attention with the hope that improvement will be made. Continuous debilitating illness will obviate the need for this meeting;

B. At any time during the evaluation year, the administrator may conduct a formal conference with an employee whose absence is deemed excessive. Prior written notification of this conference shall be given and shall include all pertinent facts and documents;

C. The administrator shall write a summary report of the formal meeting. The summary shall include documents, records and items discussed. The summary report will be signed by the employee and the administrator and placed in the employee’s personnel file. The employee shall have the right to attach written comments and documents to the report. The administrator shall place in the employee’s personnel file either a letter noting improvement or a letter noting continuing excessive absences;

D. If the excessive absences continue, the administrator shall, in conjunction with the employee, design and implement an individual professional development plan (PDP) for the purpose of improving the employee’s attendance (for certified staff see board policy 4131 Staff Development, Inservice Education, Visitation, Conferences);

E. Regular excessive absence may be cause for disciplinary action and employees whose absences are excessive may be recommended for salary increase withholding or non-renewal of a contract;

F. These guidelines and procedures will be administered both individually and collectively in a uniform consistent manner by the administrative staff;

G. If the administrator requests a physician note and none is presented by the employee, payment for absences will not be granted until a physician note is presented and justifies employee illness.

Adopted: January 12, 2009

Revised: September 16, 2019

NJSBA Review/Update: April 2022

Readopted: