



POLICY

**Haddonfield
Board of Education**

SUPPORT STAFF MEMBERS

4212/Page 1 of 1
Attendance

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 et seq.

Adopted: 1/24/2019

BOE Revised Date: 12/13/2018
BOE Approved Date: 1/24/2019



REGULATION

SUPPORT STAFF MEMBERS

**Haddonfield
Board of Education**

R 4212/ Page 1 of 3
Support Staff Attendance

R 4212 SUPPORT STAFF ATTENDANCE

- A. Reporting Intended Absence
1. A support staff member who anticipates absence from work will call the immediate supervisor as soon as possible before the intended absence.
 2. The following information will be given by the caller:
 - a. The employee's name, job title, assigned school, and shift (if applicable);
 - b. The day and date of the intended absence; and
 - c. The reason for the absence.
 3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the immediate supervisor.
- B. Analysis of Absence
1. Each intended absence of a support staff member shall be reported to his/her immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
 2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
 - a. A pattern of absences on the same day(s) of the week;
 - b. A pattern of absences before or after nonworking days;
 - c. The exhaustion or near exhaustion of accumulated sick leave; and
 - d. The habitual exhaustion of personal leave.
- C. Review of Absence
1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave more than three consecutive school days or absent an aggregate of more than five working days in any one month for any reason, the immediate supervisor shall conduct an informal discussion with the employee to help the employee improve his/her performance. The supervisor shall keep no record of this conference.
 2. If the abuse of absence continues the immediate supervisor shall:



REGULATION

SUPPORT STAFF MEMBERS

Haddonfield Board of Education

R 4212/ Page 2 of 3
Support Staff Attendance

- a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference,
- b. Confer with the employee and, if the employee so chooses, his/her representative as well,
- c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation, and
- d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto.

D. Record of Attendance

1. A record shall be kept of the attendance of each support staff member, including administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.
2. The record will distinguish paid leave, such as sick leave, personal days, family illness, jury duty, and professional development days, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.
3. The record will include each employee's rate of absence as calculated annually.
4. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show:
 - a. The rate of absence for the district and each school in the district,
 - b. The rate of absence for each employee in rate order showing highest rate first and average rate for the district,
 - c. Reasons for absence in the case of employees whose rate is more than twenty-five percent above the average for the district, and
 - d. The appointment of substitutes for absent employees and the wages paid to substitutes.

E. Attendance Improvement Plan



REGULATION

SUPPORT STAFF MEMBERS

Haddonfield Board of Education

R 4212/ Page 3 of 3
Support Staff Attendance

1. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absence shall be developed and submitted to the Superintendent.
3. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.

F. In-service Training

The Principal or immediate supervisor shall meet with the support staff members assigned to his/her building at the beginning of each school year to:

1. Inform employees of Board policy and district regulations on attendance;
2. Familiarize employees with the procedures to be used in reporting and verifying absences;
3. Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and
4. Acquaint employees with the degree to which attendance will affect evaluation reports.

G. Discipline

1. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.
2. Employees absent more than ten times in a period of six months may be disciplined by layoff for a period of three days without pay.
3. Employees disciplined under G2 who do not improve their record of attendance shall be recommended to the Superintendent for discharge.