

Employee Attendance*

The following rules have been established to assist employees in meeting their obligation to provide continuity of educational services and support for students. The rules are also intended to assist employees by contributing to a productive work environment.

1. The importance of regular attendance will be stressed with new employees as a part of the district and departmental orientation.
2. Regular attendance will be a consideration in determining whether or not to move a new employee from probationary to licensed contract or regular employee status.
3. Regular attendance will be a consideration in each employee's annual evaluation.
4. Absence will be considered chronic whenever the total number of absences within a six month period (exclusive of vacation, bereavement, approved district or FMLA leave and time loss due to work-related injury) exceeds ten days or if an unacceptable pattern of attendance emerges.
5. Tardiness and leaving work early should be considered with absenteeism in determining unsatisfactory attendance patterns.
6. If such behavior occurs and cannot be corrected, the district may take disciplinary action, up to and including termination.
7. All personnel will maintain regular attendance (missing no more than one day per month worked, on the average, due to sickness and using no more than the other leave days, if any, provided in an employment agreement, except in the case of days missed due to disabilities or serious medical conditions documented by health care professionals.
8. All employees will arrive at work promptly at the assigned time fit for duty and will adhere to assigned break, meal and departure times.