

# Malheur Education Service District

Code: **GA**  
Adopted: 12/13/05  
Readopted: 7/15/14  
Orig. Code(s): GA

## Personnel Policy Goals

1. The importance of regular attendance will be stressed with new employees as a part of the intake interview and the departmental orientation.
2. Regular attendance will be a factor to be considered as a part of new employee probationary evaluation and in the determination to move a new employee to a contracted teacher or to regular employee status.
3. Regular attendance will be a factor to be considered as a part of each employee's annual evaluation.
4. Absence may be considered chronic whenever the total number of absences goes beyond the eligible accrued paid leave of the employee. These absences do not include vacation, bereavement, approved FMLA leave and work related injury.
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 ESD may take disciplinary action, up to and including termination.

END OF POLICY

---

### Legal Reference(s):

[ORS 334.125\(5\)](#)

[ORS 342.850](#)

[OAR 581-024-0245](#)