

## Leaves and Absences

1. The importance of regular attendance will be stressed with new employees as a part of district and worksite 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 regular, contract teacher or contract administrator status.
3. Regular attendance will be a factor to be considered as a part of each employee's periodic evaluation.
4. Absenteeism will be considered chronic whenever the total number of absences within a school year, exclusive of contractual leave (vacation, bereavement, flex-time or personal), exceeds an average of one day per month for illness, injury or discretionary unpaid leave. Exceptions to this provision include cases such as major surgery, recovery from a serious or life-threatening accident or illness or as a result of documented mental or physical impairment that constitutes a disability.
5. All unpaid leave requests must be submitted to the employee's supervisor for prior approval at least 48-hours prior to the requested absence. Any discretionary unpaid leave utilized by an employee will be included in the calculation of "average of one day per month" in determining an employee's absenteeism to be chronic (refer to provision #4). Nondiscretionary unpaid leave, including an extended illness as documented by a written physician's statement, OFLA/FMLA requirements, or DMV/CDL issues will be excluded from the calculation. Unpaid leave shall not be utilized for recreational purposes (e.g. sporting tournaments except for state athletic or academic tournaments in which an employee's child is participating), for other direct financial ventures (e.g. commercial fishing trips, etc.), solely to extend a weekend holiday or vacation leave including for the purpose of obtaining lower airfares, or for other employment except as expressly authorized in advance by the superintendent. The district has the discretion to deny the request for unpaid leave, in which case the employee must report to work.
6. The district will reasonably accommodate absences due to religious beliefs and practices, unless such absences result in undue hardship for the district.
7. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists.
8. If chronic absenteeism occurs, the repeated unexcused absences will be grounds for possible discipline or discharge.