

**Saint Helens  
School District 502**

Code: **GCCB**  
Adopted: 2/28/00  
Readopted: 5/14/07  
Orig. Code(s): GCCB

**Employee Attendance**

It is fundamental that regular attendance is an important factor in employment.

1. The importance of regular attendance will be stressed with new employees as a part of the 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 vacation, bereavement, or contractual personal leave) exceeds an average of one day per month for illness or injury, except in such cases as major surgery, recovery from a serious or life-threatening accident or illness, or as a result of a documented mental or physical impairment that constitutes a disability.
5. Tardiness and leaving work early shall be considered along with absenteeism in determining whether a pattern of unsatisfactory attendance exists.
6. If chronic absenteeism occurs and cannot be corrected, the district may take disciplinary action.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.507](#)

[ORS 342.610](#)

[OAR 584-020-000](#) to -0035