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## REGULATION 3212 EMPLOYEE ATTENDANCE IMPROVEMENT PLAN

Prompt and sustained attendance at work is important to the successful operations of the school district. Occasionally, however, it is necessary for employees to be absent because of important personal matters which can be performed only during the regular work schedule.

Temporary and extended leaves of absence with or without pay shall be granted in accordance with the provisions of the negotiated contracts concerning employees covered by such. Requests for additional leaves of absence without pay shall be governed by the provisions described below. Because it is important to maintain proper continuity and high quality of work, leaves of absence may not be used for other employment or for vacations.

Requests for initial or extensions of leaves of absence shall be made in writing on prescribed forms and given to the employee's immediate supervisor who will forward it to the Superintendent of Schools as prescribed in the policies of the Board of Education.

Except for emergencies or special instances previously approved by the Superintendent of Schools, requests for personal and/or temporary leaves of absence will not be approved immediately before or after school closings published in the school calendar.

Any employee who is required to be absent beyond five consecutive working days due to personal illness or disability shall submit a request for a leave of absence due to personal illness. A physician's certificate, stating the nature of the illness and the anticipated period of absence, shall accompany the employee's request. A leave of absence due to illness may be granted for up to three months and may be continued at three month intervals with an updated certifications by the employee's physician. The Board reserves the right to have its own physician substantiate requests for extended personal leave because of illness.

A maternity leave of absence shall be treated as an extended leave which is granted for personal illness or disability. The provisions of the policy of the Board of Education shall prevail.

A temporary leave of absence, usually of five (5) days or less, without pay may be made for a personal emergency situation or to attend to a personal matter which is, by its nature, of such pressing importance that it can only be performed during working hours. Requests for such leave shall be evaluated on a case-by-case basis in accordance with the policy of the Board of Education.

Leave shall be granted to an employee to fulfill the military requirements of regular annual active duty for training with any reserve unit of the Army, Navy, Marine Corps, Coast Guard, or the National Guard provided such obligations cannot be fulfilled on days

when school is not in session. An employee shall be paid his regular pay during the period of this military training.

Military leave without pay shall be granted to an employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment, or to the spouse of any employee who is so inducted or enlists to join him for the period of special training in preparation for duty overseas or combat zones.

A permanent or tenured employee may be granted a leave of absence without pay for a period not to exceed two years to study or teach in an accredited college or university. As with temporary leave of absence, extended leaves or absence may not be used for other employment or for vacation purposes. Other leaves of absence without pay may be granted for extraordinary reasons upon the recommendation of the Superintendent of Schools and approval of the Board of Education.

Annually, not later than October 1, employees shall be notified of their accumulated sick leave. Temporary leave and days used for sickness shall be recorded and reported following the month in which such had been taken.

Periodically, school principals shall receive computer generated printouts showing the incidents of leave taken. When patterns of absenteeism appear questionable or are those for which the principal has had no previous knowledge, the principal discusses the matter with the involved employee. Conferences may be conducted when the principal deems it necessary.

In such cases where absenteeism seems to be extraordinary, the principal shall discuss such with the employee. If improvement in attendance has not been observed, the principal may comment on such on the teacher observation report form and the annual performance report. Where attendance has improved, the principal commends the teacher of such in writing.

Absenteeism which becomes excessive and/or for which explanations appear weak shall be reported by the principal to the respective assistant superintendent of schools. The assistant superintendent shall meet with the involved employee and the school principal to aid in the development of an improvement program. Improvement will be acknowledged by the assistant superintendent.

If the steps described above do not achieve improvement in employee attendance, the assistant superintendent shall notify the Superintendent of Schools who then meets with the employee, the assistant superintendent and the principal. The Superintendent shall hear presentations of the individuals involved. Although good attendance shall be stressed, other alternatives, such as notification of reprimand or withholding of an increment, shall be discussed. The Superintendent also shall recognize improvements in attendance. At this and other levels, the employee is entitled to file disclaimers within ten (10) days of a report considered adverse.

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