

R 4211 SUPPORT STAFF ATTENDANCE

A. Reporting Intended Absence

1. A support staff member who anticipates absence from work will record the absence (including all necessary reporting information) in Aesop before 7:00 a.m. on the date of the intended absence. If the absence is not reasonably anticipated in advance, and the absence cannot be recorded in Aesop before 7:00 a.m. on the date of the absence, then the support staff member shall call his/her building's main office or his/her immediate supervisor, whichever is appropriate.
2. If the absence is not recorded in Aesop before 7:00 a.m. on the date of the absence and a call needs to be made to the building main office or supervisor, the following information must be provided:
 - a. The employee's name, job title, assigned school, and shift (if applicable);
 - b. The day and date of the intended absence; and
 - c. The reason for the absence.
3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the immediate supervisor.
4. Alternate procedures for absence reporting may be used in the transportation and custodial departments.

B. Analysis of Absence

1. Each intended absence of a support staff member shall be reported to his/her immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
 - a. A pattern of absences on the same day(s) of the week;
 - b. A pattern of absences before or after nonworking days;



Regulation — STAFFORD TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
R 4211/page 2 of 3
Support Staff Attendance

- c. The exhaustion or near exhaustion of accumulated sick leave;
and
 - d. The habitual exhaustion of personal leave.
- C. Review of Absence
- 1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave more than five (5) consecutive school days for any reason, the immediate supervisor shall conduct an informal discussion with the employee to ascertain the reason for the absence and to help the employee improve his/her performance as appropriate. The supervisor shall keep no record of this conference. However, if the employee's attendance rate for the year falls below the 95% level established by the State, then it may be reflected in the employee's evaluation.
 - 2. If the abuse of absence continues the immediate supervisor shall:
 - a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference,
 - b. Confer with the employee and, if the employee so chooses, his/her representative as well,
 - c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation, and
 - d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto.
- D. Record of Attendance
- 1. A record shall be kept of the attendance of each support staff member, including administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.
 - 2. The record will distinguish illness days, whether personal or family illness, from professional days, vacation days, donated sick bank days, leave for death in the family, and workman's compensation leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.



Regulation

STAFFORD TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
R 4211/page 3 of 3
Support Staff Attendance

3. The record will include each employee's rate of absence as calculated annually.
 4. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show:
 - a. The rate of absence for the district and each school in the district,
 - b. The rate of absence for each employee in rate order showing highest rate first and average rate for the district,
 - c. Reasons for absence in the case of employees whose attendance rate falls below the 95% level established by the State, and
 - d. The appointment of substitutes for absent employees and the wages paid to substitutes.
- E. Attendance Improvement Plan
1. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
 2. Specific strategies for reducing the rate of absence shall be developed and submitted to the Superintendent.
 3. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.
- F. Discipline
1. Excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.

Issued: 22 July 2004
Revised: 29 Nov 2007
Revised: 21 Oct 2008
Revised: 24 July 2013

