

NURSING SERVICES PLAN
for the
Waterford Township Public Schools
2023-2024

WATERFORD TOWNSHIP PUBLIC SCHOOLS
NURSING SERVICES PLAN
2023-2024

I. Needs Within Atco Elementary School

- A. Grade levels: Kindergarten, 1st and 2nd grades
 - 1. Kindergarten = 2
 - 2. Grade 1 = 110
 - 3. Grade 2 = 93
- B. General education enrollment (Total) = 161
- C. Students enrolled in special education (Total) = 44
 - 1. Kindergarten = 2
 - 2. Grade 1 = 18
 - 3. Grade 2 = 24
- D. Students with medical involvement = 119
(Chronic illness, special needs, procedures and medications)
- E. Student requiring 504 input = 12
- F. Students requiring IHCP = 5
- G. Students requiring ECP = 2
- H. Additional programs housed in the building:
 - 1. Just Kids
 - 2. Bilingual
 - 3. Migrant
 - 4. Enrichment
 - 5. Related Services (OT, PT, Speech, Counseling)
 - 6. Girl and Boy Scouts
 - 7. Basketball
 - 8. Homeless
- I. Approximate number of students transferring out annually = 20
- J. Approximate number of students transferring in annually = 15
- K. Health education and counseling
 - 1. Staff Training: Blood borne Pathogens, Asthma, Food Allergy Awareness, Emergency Procedures, Epipen Training, Communicable Disease, Seizures.
 - 2. Bulletin Board
 - 3. Class Education as Needed
 - 4. Health Alert Notices
 - 5. Health Advice Information
 - 6. Health Materials
 - 7. Healthy Habits
 - 8. Hand Washing
 - 9. Dental Health
 - 10. Immunizations
 - 11. Consultant for Guidance/CST/Administration regarding Health, Social,

**WATERFORD TOWNSHIP PUBLIC SCHOOLS
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and Policy Issues

12. Website/Student Manual
 - a. Information about Waterford Township Health Services Plan
 - b. Common Childhood Illness/Immunization Information
 - c. Illness protocols
 - d. Injury protocols
13. Food and other allergy issues
14. Health lesson plans with PE teacher: Handwashing/covering coughs and sneezes.
15. Student education: One to one, lesson, or assembly
16. Parent/Teacher/Physician/Administration/medical liaison
17. Wellness Committee
18. School Safety Committee
19. Code Blue Team training and drills

II. Needs Within Thomas Richards Elementary School

- A. Grade levels: PS, K
 1. Preschool students - 152
 2. K students - 106

- B. General education enrollment (Total) - 226
- C. Students enrolled in special education (Total) = 27 5 Self Contained
 1. Grade P3- 3
 2. Grade P4- 13
 3. Grade P5- 1
 4. Grade K- 10

- D. Students with medical involvement - 153 (chronic illness, special health needs, procedures, medications)
- E. Student requiring 504 input - 4
- F. Students requiring IHCP input - 12
- G. Students requiring ECP - 8
- H. Additional programs housed in the building:
 1. Just Kids
 2. Behavioral Disabilities
 3. Tutoring
 4. Migrant
 5. Enrichment
 6. Related Services (OT, PT, Counseling)
 7. Autistic Program
 8. Homeless

- I. Approximate number of students transferring out annually - 16

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J. Approximate number of students transferring in annually - 274

K. Health education and counseling

1. Staff Training: Asthma, Food Allergy Awareness, Epipen training, Emergency Procedures, Communicable Disease
2. Bulletin Board
3. Class Education as Needed
4. Health Alert Notices
5. Health Advice Information
6. Health Materials
7. Healthy Habits
8. Handwashing
9. Dental Health
10. Immunizations
11. Consultant for Guidance/CST/Administration regarding Health, Social, and Policy Issues
12. Website/Student Handbook
 - a. Information about Waterford Township Health Services Plan
 - b. Common Childhood Illness/Immunization Information
 - c. Illness protocols
 - d. Injury protocols
13. Food and other allergy issues
14. Health lesson plans
15. Student education: One to one, lesson, or assembly
16. Parent education
17. Parent/Teacher/Physician/Administration/medical liaison
18. Member of Wellness Committee

III. Needs Within Waterford Elementary School

A. Grade levels: 3,4,5, and 6th

1. Grade 3 students = 109
2. Grade 4 students = 116
3. Grade 5 students = 112
4. Grade 6 students = 130

B. General education enrollment (Total) = 467

C. Students enrolled in special education (Total) = 16

1. Grade 3= 4
2. Grade 4=2
3. Grade 5=4
4. Grade 6=6

D. Students with medical involvement = 291

(Chronic Illness, Special Health Needs, Procedures, Medication)

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E. Student requiring 504 input = 29

F. Students requiring IHCP input = 8

G. Student requiring ECP=5

H. Additional programs housed in the building:

1. Autistic Program
2. MAPP
3. Bilingual
4. Migrant
5. Enrichment
6. Related Services (OT, PT, Counseling)
7. SACC
8. After School Clubs
9. Board Meetings
10. Cheerleading
11. Basketball
12. Boys and Girl Scouts
13. Behavior Disability
14. Homeless
15. Tutoring
16. Baseball Tryouts
17. WTAA Sports Pictures
18. Home & School activities/meetings

I. Approximate number of students transferring out annually = 16

J. Approximate number of students transferring in annually = 26

K. Health education and counseling

1. Staff Training: Blood borne Pathogens, Asthma, Food Allergy Awareness, Emergency Procedures, Communicable Disease, Epi-pen & Glucagon Training, Seizure Awareness
2. Bulletin Board
3. Class Education as Needed
4. Health Alert Notices
5. Health Advice Information
6. Health Materials
7. Healthy Habits
8. Hand washing
9. Dental Health
10. Immunizations
11. Consultant for Guidance/CST/Administration regarding Health, Social, And Policy Issues
12. Website/Student Handbook
 - a. Information about Waterford Township Health Services Plan
 - b. Common Childhood Illness/Immunization Information
 - c. Illness protocols

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- d. Injury protocols
- 13. Food and other allergy issues
- 14. Health/Healthy Habit lesson plans
- 15. Student education: One to one, lesson, or assembly
- 16. Parent education and newsletter
- 17. Parent/Teacher/Physician/Administration/medical liaison
- 18. Mentor student teacher/practicum school nursing students
- 19. Puberty Education
- 20. Wellness Committee Education
- 21. Code Blue Training & Drills
- 22. Covid Information/Guidelines

IV. MULTIPLE BUILDINGS

- A. Distance between schools: 3 schools total
 - a. Atco to Waterford- 4.1 miles
 - b. Thomas Richard to Waterford- 5.6 miles
 - c. Thomas Richard to Atco- 3.6 miles
- B. Types of communication in place: phone, hand held radio, email, fax, global announcement system

V. NON-NURSING TASKS

- A. Daily attendance statistics
- B. copying, filing, typing forms, faxing
- C. Additional district responsibilities:
 - a. Health services quality review
 - b. School advisory committee
 - c. School Management Team input when needed
 - d. Crisis Intervention Team input when needed
 - e. Community Relief Fund
- D. Attain clothing and other needed items for children/families in distress
- E. Flu tracking for Health Department
- F. Health insurance tracking for Health Department
- G. Various miscellaneous activities
- H. Schedule Assemblies
- I. Assist with kindergarten & preschool registration
- J. Free/reduce lunch coordinator
- K. Blood Borne Pathogens coordinator
- L. Enter information in data base
- M. Request/follow up health information on new students
- N. Community Project Coordinator- Food Baskets/ Christmas Giving Tree/Book Fair for Eligible students
- O. Coordinate the TAB program
- P. Monitor Monthly Wellness Report
- Q. Covid Contact Tracing

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VII. NURSING TASKS

- A. Daily illness/injury evaluations, treatments, referrals
- B. Annual health screenings (Ht, Wt, BP, Hearing, Vision, and Scoliosis)
- C. Health screening referrals
- D. Growth, development, nutrition evaluations/referrals
- E. Workers' Compensation Evaluations, referrals, and reporting
- F. Student injury evaluations, referrals, and reporting
- G. 504, CST referral evaluations
- H. Immunization review and notification
- I. Migrant program school health liaison
- J. Pediculosis screening and education as needed
- K. Physical education evaluations, documentation, excuses
- L. Food allergy program
- M. Develop annual IHPs, emergency plans for identified students
- N. Maintain all health records; files, and A-45s. Review and update.
- O. Epi-Pen and Glucagon delegation and training of eligible delegates
- P. Nurse for school trips as needed for medical students
- Q. Provide health, social services resources, and support to staff and families
- R. Coordinate medical documentation for homebound instruction
- S. Coordinate Preschool and Kindergarten vision screening per Commission for the Blind and Visually Impaired
- T. Summer ESY program nurse if available
- U. Provide resources for social services to families in need
- V. Provide emotional support to students, parents, staff in crisis
- W. AED- maintenance and weekly check for battery/performance
- X. Monitor student medical apparatus as needed
- Y. Nebulizer in office available for use for asthmatics
- Z. Follow Standing Orders approved by Physician and Board of Education pertaining to nursing Services provided in an emergency.
- A. Refrigerator- weekly temperature checks
- B. Maintain medication for students and staff, monitoring for expiration dates (ex-stock medication and Epi-pens)
- C. File all absentee notes in medical files for any scheduled attendance conferences that may be needed at the end of the school year.
- D. Coordinate dental visits for grades pk-6th
- E. Coordinate & Train Code Blue Team
- F. Covid Testing & Documentation
- G. CDRSS Weekly Reporting

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VIII. RECORDS AND REPORTS

- A. Daily attendance log
- B. Daily nursing log
- C. Student health reports
- D. Daily health office activities log
- E. Daily Medex record
- F. DEP Tracking log
- G. DEP Annual report
- H. State immunization cards (A-45s)
- I. Monthly School Board reports
- J. Annual School Board reports
- K. Annual Nursing Services Plan
- L. Annual Standing Orders and Protocols
- M. State immunization report
- N. Annual TB report
- O. Inventory log
- P. Health office budget records
- Q. Incident reports
- R. Workers' Compensation reports
- S. CPR certification log, ACLS, PALS
- T. Emergency information (staff and students)
- U. Referrals and notes sent home
- V. Kindergarten & Preschool registration
- W. Medical alert records
- X. Transfers in/out log
- Y. Annual exposure control training records
- AA. Physician notes/reports
- BB. Parent notes
- CC. DYFS reports
- DD. Physician medical orders
- EE. Health office guidelines/books/policies
- FF. Medical necessity/exclusion notices
- GG. Nursing delegate log
- HH. Health Department reports for flu and insurance
- II. Wellness Monthly Reports

IX. MEETINGS

- A. Principal
- B. School physician group
- C. District nurses and supervisor
- D. Camden County School Nurse Association
- E. Crisis Team input
- F. Child Study Team

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- G. Monthly Staff Meetings
- H. Parent/Teacher conferences
- I. Quality review
- J. Camden County Health Department
- K. Back to School Night
- L. Board of Education meetings
- M. Waterford Township Education Association meetings
- N. Wellness Committee
- O. Covid Committee

X. STAFFING

A. School Physicians(s) (NJSA 18A:40-1)

1. Board Certified
2. Licensed to practice in New Jersey
3. Final authority in medical decisions
4. Consultation in the development and implementation of district policies and procedures related to health, safety, and medical emergencies NJAC 6A:16.2.1
5. Consultation to district medical staff regarding the delivery of school health services, which included special health care needs of technology supported and medically fragile children, including those covered by IDEA.
6. Consultation to the district Board of Education, Administrators, and staff as needed
7. Physical exams conducted in physician's office or other comparably equipped facility for students who do not have a medical home.
9. Written standing orders that shall be reviewed and re-issued before the beginning of the year.
10. Establishment of standards of care for emergency situations and medically related care involving students and staff.
11. Assistance to the school nurse in conducting health screenings of students and staff, and assistance with the delivery of school health services.
12. Review as needed, reports and orders from student's medical home.
13. Authorization for tuberculin testing for conditions outlined in NJAC 6A:16-2.2.
14. Review, approval, or detail reasons of denial of student's physician's determination of confinement requiring homebound instruction.
15. Pre-employment physical exams of substitute or new staff if requested.
16. If immediately available, examination of students suspected of being "under the influence" of illegal substances or anabolic steroids.

B. Certified School Nurse (NJAC 18A:40-1 and 3.3)

1. Three certified nurses in district for 2023-2024.
2. Works under the direction of school physician and chief administrator.
3. Functions to the level of professional license as Registered Nurse.

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4. Fulfills the duties reserved to the Certified School Nurse.
5. CPR/AED Certified.
6. Carry out written orders of the medical home and standing orders of the school physician.
7. Conducts and/or monitors staff annual health education training.
8. Administers medication to students with proper physician orders and direction.
9. Conducts health assessments and annual health screenings per current timeline.
10. Annual review immunizations of students and recommend to the school principal those students who shall not be permitted to enter based on the parent's failure to provide evidence according to schedules specified in NJAC 8:57-4.
11. Recommending to the school principal exclusion of students who show evidence of communicable disease (NJAC 18A:40-7&8).
12. Selects and trains delegates to administer Epi-pen and Glucagon.
13. Administers asthma medication through use of nebulizer if needed and seeks asthma action plan for identified students.
14. Delegates, directs, and supervises unlicensed assistive personnel and non-certified school nurse if needed.
15. Reviews, summarizes and transmits available health and medical information in preparation for Child Study Team meeting.
16. Writes and updates annually (or more often) accommodation plans included in Individual Health Plan and under Section 504 as required.
17. Participates as the health team specialist on the Child Study Team.
18. Recommends and assists in implementation of modifications of school programs to meet students' health needs.
19. Develops and implements the school health agenda as per the New Jersey Practice Act, ANA/NASN Standards of School Nursing, NJAC and the NJ Department of Education Health Services Guidelines.
20. Maintains confidential student health records (FERPA)
21. Maintains mandated health records including individual health records and A-45 cards.
22. Assess and recommends students or staff to be excluded for possible communicable disease.
23. Responds to DNR orders, if applicable.
24. Initiates referrals to parents, school personnel and community agencies for intervention, remediation, and follow through.
25. Provides ongoing health counseling and health teaching to students, parents, school personnel.
26. Provides appropriate care for ill or injured students and staff under the Standing Orders of the School Physician(s).
27. Maintains their particular building's health office ensuring adequate supply inventory and maintenance of all health information.
28. Provides for physical examinations as required by the Board of Education by

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- ensuring that proper procedure is followed.
- a. Ensure reports of private medical providers are complete and received in a timely manner.
 - b. Coordinating physical examination by school physical if lack of medical home
 - c. Assist with the examinations
 - d. Accurately maintain the records of all examinations and notifying appropriate parties of the results.
- 29. Reports suspected child abuse to the appropriate agency
 - 30. Completes annually mandated reports accurately and on time
 - 31. Ensures that students unable to participate in physical education do not participate until a proper medical release has been obtained and communicates this information to appropriate staff.
 - 32. Projects a positive, professional image to students, colleagues, and the community.
 - 33. Consults with supervisor regarding nursing concerns
 - 34. Performs those other duties assigned by the Administration, which are within the scope of qualifications, licensure, and SN certification.
 - 35. Trained in administration of Narcan.

C. Additional Nurse

- 1. Holds registered professional nurse licensure.
- 2. CPR certified.
- 3. Performs same duties noted above for certified school nurse in accordance with NJAC 18A:40-3.5, NJAC 6:11-4.3 and 4.5.
- 4. Refers to district's school physician(s) and certified school nurses for assistance or questions with health services.

D. Substitute School Nurse

- 1. Approved by Board of Education to work in district.
- 2. Holds current licensure as nurse in New Jersey.
- 3. Provides current valid CPR/AED certification card.
- 4. Limited to carrying out written orders of the medical home and standing orders of the school physician.
- 5. Maintains student health records.
- 6. May conduct health screenings (NJAC 6A:16-2.2)
- 7. May recommend to the school principal exclusion or failed admittance due to parent's failure to provide evidence of student's immunization.
- 8. May recommend to the school principal those students who show evidence of communicable disease.
- 9. Provide other nursing services within scope of practice per licensure and certification status.

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E. Unlicensed Assistive Personnel (UAP)

1. Secretary may assist in Health Office with CSN as supervisor
2. Clerk may record information on pupil record, make telephone calls, and assist in correspondence.
3. Delegates will be under the direction of the certified school nurse in accordance with NJ code.

F. School District

1. Consists of 3 buildings
 - a. Atco Elementary School
 - b. Thomas Richards School
 - c. Waterford Elementary School
2. Each school building is staffed with a school nurse.
3. Distances apart
 - a. Atco to Waterford- 4.1 miles
 - b. Thomas Richards to Waterford- 5.6 miles
 - c. Thomas Richards to Atco- 3.6 miles
4. Local Emergency Rooms are 1.9 to 8.29 miles away and EMS will respond promptly to relieve school nurse and transport to hospital when requested
 - a. Waterford Elementary to Virtua Berlin- 8.29 miles
 - b. Thomas Richard Elementary to Virtua Berlin- 5.75 miles
 - c. Atco Elementary School to Virtua Berlin- 1.9 miles
5. Closest hospital to transport if needed is Virtua Berlin

G. Non Public School Nurse

1. Non public schools are serviced thru the Education Service Commission of Camden County

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Kami Hall
School Nurse

E-Signed : 09/20/2023 10:30 AM EDT
Kami Hall
khall@wtsd.org
IP: 50.206.210.50
Sertifi Electronic Signature
DocID: 20230919140258082

Kate Saunders
School Nurse

E-Signed : 09/25/2023 09:13 AM EDT
Kate Saunders
9/25/2023
ksaunders@wtsd.org
IP: 50.206.210.50
Sertifi Electronic Signature
DocID: 20230919140258082

Erica Ravenkamp
School Nurse

E-Signed : 09/19/2023 03:05 PM EDT
Erica Ravenkamp
eravenkamp@wtsd.org
IP: 50.206.210.50
Sertifi Electronic Signature
DocID: 20230919140258082

E-Signed : 09/19/2023 03:05 PM EDT
Ashley Power
apower@wtsd.org
IP: 50.206.210.50
Sertifi Electronic Signature
DocID: 20230919140258082
Ashley Power, Superintendent
Pupil Personnel Services/Guidance

E-Signed : 09/19/2023 03:18 PM EDT
Michael A Nolan
mnolan@wtsd.org
IP: 69.248.125.232
Sertifi Electronic Signature
DocID: 20230919140258082
Michael Nolan, Superintendent
Waterford Township Public Schools

Approved by Waterford Township Board of Education

Signature Date

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

~~The Board of Education may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health.~~

~~The Superintendent shall recommend to the Board the examination of any teaching staff member whose physical or mental conditions so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~

~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.~~

~~A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.~~

~~If the teaching staff member's request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

~~If the results of the examination show mental abnormality or communicable disease, the teaching staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.~~

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~~A teaching staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.~~

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~~42 U.S.C.A. 12101~~

~~N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:25-7;~~

~~18A:28-5; 18A:30-1 et seq.~~

~~N.J.A.C. 6A:32-6.3~~

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Adopted: 25 June 2014

Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:

- 1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and**
- 2. The Board shall provide the teaching staff member with a hearing, if requested.**



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

- a. **Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;**
 - b. **The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:**
 - (1) **The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;**
 - c. **The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);**
 - d. **The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and**
 - e. **The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.**
3. **The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.**
- B. **Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the**



examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.

- 1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.**
- 2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.**
- 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.**
 - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and**
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.**
- 4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.**



POLICY

WATERFORD TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.**
- 1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;**
 - 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and**
 - 3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.**
- D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.**

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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ATTENDANCE (M)

3212 ATTENDANCE (M)

M

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Teaching staff** Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for **by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board.** ~~In accordance with N.J.S.A. 18A:30-4, T~~the Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Superintendent, in consultation with administrative **teaching** staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance patterns ~~data~~, the training of teaching staff members in their responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.



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WATERFORD TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
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ATTENDANCE (M)

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

Adopted: 25 June 2014

Revised: 17 June 2015

Revised: 15 November 2023



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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SICK LEAVE

3432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 25 June 2014



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

4161 EXAMINATION FOR CAUSE

~~The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.~~

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~~The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~

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~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.~~

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~~A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

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~~The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.~~

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~~If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~

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WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

~~If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.~~

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~~A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.~~

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~~42 U.S.C.A. 12101~~

~~N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:30-1 et seq.~~

~~N.J.A.C. 6A:32-6.3~~

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~~Adopted: 25 June 2014~~

Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and
2. The Board shall provide the support staff member with a hearing, if requested.
 - a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;



- b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:
 - (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
 - d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and
 - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.
1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate



EXAMINATION FOR CAUSE

- the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is



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- conducted by the support staff member's choice, the cost shall be borne by the support staff member; and
3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
- D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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ATTENDANCE

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Support s**Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **support** staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by **statute, administrative code**; ~~in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board.~~ ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification a physician's certificate** to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **support the** staff members. The review will include the collection and analysis of attendance **pattern data**, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.



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WATERFORD TOWNSHIP
BOARD OF EDUCATION

Support Staff
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N.J.S.A. 18A:30-1 ~~et seq.~~; 18A:30-2; 18A:30-4

Adopted: 25 June 2014

Revised: 17 June 2015

Revised: 15 November 2023



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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SICK LEAVE

4432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

The Board reserves the right to require of any employee who claims sick leave sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 25 June 2014



REGULATION

WATERFORD TOWNS
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3212/Page 1 of 8
PROFESSIONAL STAFF ATTENDANCE

R 3212 PROFESSIONAL STAFF ATTENDANCE

A. — Policy Statement

The regular and prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include disciplinary action.

B. — Reporting Intended Absence

1. — A staff member who anticipates absence from work will promptly record the absence in the Time and Attendance database either online or via phone. Promptly is defined as no later than:

Sick	—	2 hours before start time
Personal	—	72 hours before start time
Vacation	—	72 hours before start time
School Business	—	72 hours before start time

2. — In situations that require less than prompt recording, the staff member must contact their immediate supervisor directly, by phone or email, for permission to take the time off. Failure to do so may result in disciplinary action.

C. — Analysis of Attendance Patterns

1. — The immediate supervisor shall analyze and report on attendance in conjunction with the staff member's evaluation. The analysis shall include review of attendance patterns for:
 - a. — A pattern of absences on the same day(s) of the week;
 - b. — A pattern of absences before or after nonworking days;



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WATERFORD TOWNSHIP
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TEACHING STAFF MEMBERS
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~~e. The exhaustion or near exhaustion of accumulated sick leave;
and~~

~~d. The habitual exhaustion of personal leave.~~

~~e. The habitual lateness of reporting absences.~~

~~D. Record of Attendance~~

~~1. The business administrator or designee shall keep a record of the attendance of each staff member. 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 paid leave, such as sick leave, personal days, jury duty, and other approved leaves, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.~~

~~3. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.~~

~~E. Attendance Improvement Plan~~

~~1. The attendance summary shall be analyzed by the Business Administrator 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. Specific strategies for reducing the rate of absence shall be developed. The principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.~~

~~2. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.~~



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WATERFORD TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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PROFESSIONAL STAFF ATTENDANCE

~~a. The Principal shall encourage the regular attendance of the staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being.~~

~~b. The Principal shall report to the Superintendent any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.~~

F. In-service Training

~~The Principal or immediate supervisor shall meet with the teaching staff members assigned to his/her building at the beginning of each school year to:~~

~~1. Inform employees of Board policy and district regulations on attendance;~~

~~2. Familiarize employees with the procedures to be used in reporting and verifying absences;~~

~~3. Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and~~

~~3. Acquaint employees with the degree to which attendance will affect evaluation reports.~~

~~4. Counseling~~

~~a. The Building Principal may, in his/her discretion, call a conference with a staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.~~

~~b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall~~



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~~determine the nature of the absences and consider any
extenuating circumstances.~~

~~e. A written report of any attendance conference shall be
prepared and retained with the teaching staff member's
evaluations. The member shall, in accordance with Board
policy on staff member evaluation, be permitted to examine
the report and affix his/her comments, if any, to the report.~~

~~G. Discipline~~

~~1. The record of a conference(s) dealing with excessive absenteeism
may serve as an element in the evaluation of any employee's
performance and may contribute to a salary recommendation.~~

~~Issued: 25 June 2014~~

~~Revised: 20 February 2019~~

A. Review of Attendance Data

- 1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; administrators; and other certificated staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.**
- 2. A cumulative attendance record shall be assembled for each school in the school district and also for the school district as required by the New Jersey Department of Education.**



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WATERFORD TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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PROFESSIONAL STAFF ATTENDANCE

3. **An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school in the district and also for the school district.**

B. Attendance Reporting and Improvement Plan

1. Planning

- a. **Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.**
- b. **The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.**
- c. **A report of such absences shall also be provided to the Superintendent or designee.**
- d. **The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:**
 - (1) **A pattern of absences on the same day(s) of the week;**
 - (2) **A pattern of absences before or after nonworking days;**
 - (3) **The habitual exhaustion of personal leave.**
- e. **The Superintendent or designee will meet with Principals and supervisors to discuss attendance records of teaching staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.**

2. Implementation



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WATERFORD TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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PROFESSIONAL STAFF ATTENDANCE

- a. **The Superintendent or designee or the teaching staff member's Principal or supervisor designated by the Superintendent shall be responsible for implementing a plan for the improvement of teaching staff member attendance.**
 - b. **The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of teaching staff members in their workplace, school, or department. The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with teaching staff members who return from an absence of any duration.**
 - c. **The Superintendent shall direct Principals and supervisors designated by the Superintendent to incorporate a teaching staff member's attendance record in the teaching staff member's evaluation.**
 - d. **The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom the Principal or supervisor designated by the Superintendent suspects of misusing sick leave or falsifying the reasons for an absence.**
3. **Counseling**
- a. **The Superintendent, Principal, or supervisor designated by the Superintendent may schedule a conference with a teaching staff member where the number and/or pattern of the teaching staff member's absences or the reasons offered for the teaching staff member's absences may indicate a concern.**
 - b. **Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent, Principal, or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.**
 - c. **A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The teaching staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.**



C. Record of Attendance

- 1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.**
- 2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.**
- 3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.**
- 4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.**

D. Attendance Improvement Plan

- 1. The attendance record prepared for teaching staff members 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 absences shall be developed.**
- 3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.**
- 4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.**



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WATERFORD TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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E. In-Service Training

1. **The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:**
 - a. **Inform teaching staff members of Board policy and district regulations on attendance;**
 - b. **Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and**
 - c. **Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.**

Issued: 18 October 2023



REGULATION

WATERFORD TOWN:

BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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SICK LEAVE

R 3432 SICK LEAVE

A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
 - a. Personal disability due to the employee's illness or injury,
 - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
 - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
 - b. Has participated in a concerted work stoppage, or
 - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to enter the absence into the attendance database no later than two hours before the absence, to allow sufficient time for the securing of substitute services. If two hours is impossible, the employee must report the absence directly to the principal or immediate supervisor.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability must call the Aesop Substitute Placement and Absence Management System at 1-800-942-3767 or go to www.aesoponline.com 24 hours a day.



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WATERFORD TOWNSHIP
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TEACHING STAFF MEMBERS
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4. An employee who becomes disabled during the school day must so inform their immediate supervisor as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee himself/herself should report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick Leave Charges

1. A sick leave day once commenced may be reinstated as a working day only with the approval of the immediate supervisor.
2. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
3. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.

D. Verification of Sick Leave

The principal or immediate supervisor should obtain the verification, upload a copy to the Aesop database and send the original to the personnel file.

1. An employee absent for reasons of disability more than three consecutive working days, more than three cumulative working days in any one week, or one day before or after a holiday or personal day shall submit the signed statement of his/her physician indicating:
 - a. That the physician examined the named employee on a certain date and time and list the dates the employee is to be kept from working as a result of illness, and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
2. The Principal or immediate supervisor may, at their discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.



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3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.
4. The Principal or immediate supervisor shall establish procedures to ensure that the verification is received when required.

E. Readmission After Disability

1. An employee who wishes to return to work after sick leave of more than three consecutive working days or more than three cumulative working days in any one week shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
2. The Principal or immediate supervisor may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The Business Administrator or designee will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.
2. A request for the extension of sick leave should be submitted to the immediate supervisor at least fourteen working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.



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4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.

G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. At the beginning of each contract year, all days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of days of work.
 - a. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.



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Issued: 25 June 2014
Revised: 18 February 2015
Revised: 20 February 2019

ABOLISHED



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SUPPORT STAFF ATTENDANCE

R 4212 SUPPORT STAFF ATTENDANCE

A. — Policy Statement

The regular and prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include disciplinary action.

B. — Reporting Intended Absence

1. — A staff member who anticipates absence from work will promptly record the absence in the Time and Attendance database either online or via phone. Promptly is defined as no later than:

Sick	_____	=	_____	2 hours before start time
Personal	_____	=	_____	72 hours before start time
Vacation	_____	=	_____	72 hours before start time
School Business	_____	=	_____	72 hours before start time

2. — In situations that require less than prompt recording, the staff member must contact their immediate supervisor directly, by phone or email, for permission to take the time off. Failure to do so may result in disciplinary action.

C. — Analysis of Attendance Patterns

1. — The immediate supervisor shall analyze and report on attendance in conjunction with the staff member's evaluation. The analysis shall include review of attendance patterns for:
- A pattern of absences on the same day(s) of the week;
 - A pattern of absences before or after nonworking days;



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~~c. The exhaustion or near exhaustion of accumulated sick leave;
and~~

~~d. The habitual exhaustion of personal leave.~~

~~e. The habitual lateness of reporting absences.~~

~~D. Record of Attendance~~

~~1. The business administrator or designee shall keep a record of the attendance of each staff member. 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 paid leave, such as sick leave, personal days, jury duty, and other approved leaves, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.~~

~~3. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.~~

~~E. Attendance Improvement Plan~~

~~1. The attendance summary shall be analyzed by the Business Administrator 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. Specific strategies for reducing the rate of absence shall be developed. The principal shall, by appropriate means, recognize support staff members whose attendance is exemplary.~~

~~2. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.~~



a. ~~The Principal shall encourage the regular attendance of the staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being.~~

b. ~~The Principal shall report to the Superintendent any support staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.~~

F. ~~In-service Training~~

~~The Principal or immediate supervisor shall meet with the support staff members assigned to his/her building at the beginning of each school year to:~~

1. ~~Inform employees of Board policy and district regulations on attendance;~~

2. ~~Familiarize employees with the procedures to be used in reporting and verifying absences;~~

3. ~~Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and~~

3. ~~Acquaint employees with the degree to which attendance will affect evaluation reports.~~

4. ~~Counseling~~

a. ~~The Building Principal may, in his/her discretion, call a conference with a staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.~~

b. ~~Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall~~



~~determine the nature of the absences and consider any extenuating circumstances.~~

~~c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The member shall, in accordance with Board policy on staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.~~

~~G. Discipline~~

~~1. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.~~

A. Review of Attendance Data

- 1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.**
- 2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.**
- 3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.**

B. Attendance Reporting and Improvement Plan



1. Planning

- a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.**
- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.**
- c. A report of such absences shall also be provided to the Superintendent or designee.**
- d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:**
 - (1) A pattern of absences on the same day(s) of the week;**
 - (2) A pattern of absences before or after nonworking days;**
 - (3) The habitual exhaustion of personal leave.**
- e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.**

2. Implementation

- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.**



- b. **The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.**
- c. **The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.**
- d. **The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.**

3. Counseling

- a. **The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.**
- b. **Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.**
- c. **A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.**

C. Record of Attendance

- 1. **A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be**



recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.

2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for support staff members 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 absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.

E. In-Service Training

1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:



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- a. **Inform support staff members of Board policy and district regulations on attendance;**
- b. **Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;**
- c. **Acquaint support staff members with the degree to which attendance will affect evaluation reports.**

Issued: 25 June 2014
Revised: 20 February 2019
Revised: **18 October 2023**



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SICK LEAVE

R 4432 SICK LEAVE

A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
 - a. Personal disability due to the employee's illness or injury;
 - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or
 - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board;
 - b. Has participated in a concerted work stoppage; or
 - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to enter the absence into the attendance database no later than two hours before the absence to allow sufficient time for the securing of any substitute services. If two hours is impossible, the employee must report the absence directly to the principal or supervisor.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.



3. An employee who becomes aware of his/her disability must call the Aesop Substitute Placement and Absence Management System at 1-800-942-3767 or go to www.aesoponline.com 24 hours a day.
4. An employee who becomes disabled during the school day must so inform their immediate supervisor as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick Leave Charges

1. A sick leave day once commenced may be reinstated as a working day only with the approval of the immediate supervisor.
2. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
3. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.

D. Verification of Sick Leave

The employee or immediate supervisor should obtain the verification, upload a copy to the Aesop database and send the original to the personnel file.

1. An employee absent for reasons of disability more than three consecutive working days, more than three cumulative working days in any one week, or one day before or after a holiday or personal day shall submit the signed statement of his/her physician indicating:



- a. That the physician examined the named employee on a certain date and time and list the dates the employee is to be kept from working as a result of illness, and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
 2. The Principal or immediate supervisor may, at their discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
 3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.
 4. The principal or immediate supervisor shall establish procedures to ensure that the verification is received when required.
- E. Readmission After Disability
1. An employee who wishes to return to work after sick leave of more than three consecutive working days or more than three cumulative working days in any one week shall submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
 2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
 3. If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.



F. Exhaustion of Sick Leave

1. The Superintendent's secretary will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. A request for the extension of sick leave should be submitted to the immediate supervisor at least fourteen working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. At the beginning of each contract year, all days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
 - a. At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if



the employee worked irregular hours, the average number of hours in each contract day.

- b. At the beginning of the following contract year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.
- c. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 4211.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

Issued: 25 June 2014

Revised: 20 February 2019

