

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4201

REPORTING EMPLOYEE ABSENCES

I. General

An employee who is to be absent from his/her duties must report the absence in the appropriate leave system as far in advance as possible. If an employee fails to submit the absence request in a timely manner, the employee's absence may be unexcused resulting in a reduction of pay. Those responsible for the maintenance of attendance records may make reasonable rules to administer this policy. Exceptions to this policy may only be approved by an employee's immediate supervisor in writing.

II. Record of Absences

The Milford Board of Education delegates the Superintendent, or designee, the right to require a physician's certificate from an employee when absent if, deemed necessary. In addition, the Milford Board of Education requires that an employee absent due to illness for four (4) or more consecutive days present a physician's certificate upon returning to work. Each leave eligible employee receives the option of using five (5) personal days per year from their leave balance. Personal days need to be approved in the leave system in advance by the immediate supervisor. If additional sick days are taken adjacent to any approved personal day(s), the Superintendent or designee will require a physician's certificate from an employee when absent if, deemed necessary. Failure to produce a doctor's note will result in a reduction of pay for the missed sick day(s) and the sick day(s) will be returned to the employee. Approval of the sick day(s) in the leave management system does not indicate that the employee will not receive a reduction in pay upon further examination. The Superintendent shall develop procedures to implement this policy.

III. Maintenance of Attendance Records

The principal is responsible for maintaining a record of absences of all personnel assigned to his/her building. All itinerant personnel are assigned to a specific building for the purpose of teachers' meetings, inter-school mail, reporting, etc. Therefore, the principal of the "home base" building will be responsible for absence reports.

All leave reporting will be maintained in the appropriate leave management system and maintained in employee personnel files as required at district office.

ADOPTED: 10/1/71

AMENDED: 1/12/76; 7/18/77; 6/20/83; 6/28/04; 4/18/11; 6/20/11; 1/19/16; 10/16/23