

*Adopted: April 14, 2014*

*Revised: June 8, 2015, June 10, 2024*

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## **430 EMPLOYEE ATTENDANCE**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for employee attendance.

### **II. GENERAL STATEMENT OF POLICY**

A. All employees serve a vital role in the education of the students of Brooklyn Center Community Schools. When any employee is absent, the ability to provide thorough and efficient education is weakened.

B. The board recognizes that a reasonable amount of absence due to bona fide sickness or emergency situations is often beyond the control of the employees.

C. The board believes that the school district is entitled to a reasonable degree of regularity in the attendance of its employees in order to help realize the purposes and mission of the school district.

### **III. RECORDS OF ABSENCES**

A. The school district shall keep accurate records of absences from duty and reasons for those absences.

B. If an employee is ill for three or more consecutive days, the school district may request proof of illness in the form of a note from a physician. Employees using Earned Sick and Safe Time may be required to provide reasonable documentation of ESST use only when more than three consecutive days of ESST are used. If the employee is unable to secure the requested documentation, in most cases the employee may supply a written statement indicating the employee is using or used ESST for a qualifying purpose. The written statement may be written in the employee's first language and does not need to be notarized or in any particular format.

C. The school district reserves the right to request physician's notes for sick leave absences under three days.

### **IV. STAFF EXPECTATIONS**

A. The primary purpose of setting specific employee attendance expectations is to maximize staff attendance that fosters thorough and efficient education for students.

1. These expectations exemplify attendance practices for students to emulate.
2. Increase student- teacher contact time.
3. Decrease the amount of disruption in the instructional process.

B. All staff members are expected to be in their appropriate work location and ready to work at the start time of their shift each day.

C. Patterns of absenteeism or tardiness may result in discipline even if the employee has not exhausted all available paid time off.