

# POLICY GUIDE

TEACHING STAFF MEMBERS

3212/page 1 of 2

Attendance

Sep 23

M

## 3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the educational program. **Teaching staff** member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **teaching** 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 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.** 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; collective bargaining agreement; an individual employment contract; or the policies of the Board.** *Head of School or Designee* or Board of Education may require **verification** 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.**



# POLICY GUIDE

TEACHING STAFF MEMBERS  
3212/page 2 of 2  
Attendance

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

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

Adopted:

