

## **PERSONNEL SERVICES**

## **Policy 4310**

### **Absences, Leave and Vacation**

#### **General Attendance**

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available \_10\_ days of annual leave per school year cumulative to \_80\_ days. Eligible support employees have available \_10\_ days of annual leave per year cumulative to \_80\_ days.

When employees are absent more than \_15\_ days in any semester or more than \_30\_ days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

