

ATTENDANCE PATTERNS

Absenteeism exacts a high cost in the depletion of district resources and disrupts of the educational program, therefore the regular and prompt attendance of teaching staff members is an essential element for the efficient operation of the school district and the effective conduct of the educational program. The Mount Laurel Township School District Board of Education requires the prompt and regular attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

Employment in this district imposes the responsibility on each teaching staff and support staff members to be on the job on time every scheduled working day. Employees are encouraged to maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his or her personal affairs to avoid conflict with district responsibilities.

The chief school administrator shall develop and the board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that all staff members personally report all illnesses and request all leaves at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

A teaching staff member or support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in according to board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include the withholding of one or both salary increments and/or certification of tenure charges.

No teaching staff member or support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the contract negotiated with the member's majority representative or provided in the policies of the board.

The chief school administrator is directed to ascertain the rate of absence among all district staff, in accordance with rules of the State Board of Education. Whenever the rate of absence in any school year is higher than three and one-half percent, the chief school administrator shall develop and present to the board a plan for the review and improvement of staff attendance. The review and improvement plan shall require the collection and analysis of attendance data, the training of teaching staff members and support staff members in their attendance responsibilities, and the counseling of any staff members for whom regular and prompt attendance is a problem.

Provisions may be made for public acknowledgment of outstanding staff attendance records.

Adopted: November 28, 1989 (formerly 4151.10)
Revised: April 30, 1997, May 24, 2005, August 23, 2016
NJSBA Review/Update: June 2013
Readopted: January 28, 2014, August 23, 2016

Key Words

Employee Attendance, Attendance Patterns, Attendance

Legal References: N.J.S.A. 18A:11-1
N.J.S.A. 18A:27-4

General mandatory powers and duties
Power of boards of education to make rules

ATTENDANCE PATTERNS (continued)

<u>N.J.S.A.</u> 18A:29-14	governing employment of teacher, etc.
<u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u>	Withholding increments; causes; notice of appeals
<u>N.J.S.A.</u> 18A:54-20	Sick Leave
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:32-2.1	Evaluation of the Performance of School Districts
	Definitions

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

Possible

Cross References:

4150	Leaves
*4151.1/4251.1	Personal illness and injury/health and hardship
4151.6	Religious observance
4151.7	Emergency/personal
*4251	Attendance patterns

*Indicates policy is included in the Critical Policy Reference Manual.