

ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled work day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Therefore, if an absence of an employee is not in accordance with the provisions of Board policies, a deduction in salary shall be made, unless there seems to be sufficient reason for excusing the absence in which case the matter shall be referred to the Board. A day's salary of any employee on a 10 month appointment shall be considered 1/200th of one year's salary. A day's salary of any employee on an 11 month appointment shall be considered 1/220th of one year's salary. A day's salary of any employee on a 12 month appointment shall be considered 1/240th of one year's salary.

Legal References: N.J.S.A. 18A:11-1; 18A:27-4; 18A:28-5; 18A:30-6

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