

**Policy**

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**ATTENDANCE PATTERNS**

The Alloway Township School District believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The superintendent 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 the staff member personally report all illnesses and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

A doctor's certificate shall be required for all illnesses and injuries for those employees who are absent more than three days. A doctor's certificate may be requested in cases of questionable use of sick leave benefits, even if an employee has been absent for one day.

If it has been determined that an employee has utilized sick leave benefits without just cause, he/she shall be subject to disciplinary action.

If a teacher has exhausted all accumulated sick leave, all unused personal days may be utilized as sick leave.

The superintendent shall report on staff attendance and punctuality at every regular monthly board meeting.

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

**Unauthorized Absence**

The board expects all employees to adhere to this policy regarding unauthorized absence from school property during work hours. Employees violating this policy by leaving school early or during periods other than lunchtime, without authorization by an administrator, shall be subject to disciplinary action.

**Punctuality**

The board affirms that punctuality is a trait that students should aspire to and the board recognizes that employees set examples for students. It is the expectation of the board that all employees of the district shall be at their assigned area of responsibility and be ready to perform their required duties on time. Failure to do so may subject the employees to the following during any school year:

- A. Initial Offense – Personal discussion with supervisor;
- B. Second Offense – Personal discussion with supervisor and note indicating 2nd offense with a copy filed in employee's personnel file;
- C. Third Offense – Personal discussion with supervisor and formal letter indicating 3rd offense copied to employee's personnel file and include statement that continued lateness may result in board disciplinary action.

The board directs the superintendent to establish a reasonable procedure for determining those employees who fail to be at their established work location on time.

Adopted: July 23, 1996, October 28, 2003  
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ATTENDANCE PATTERNS (continued)

Readopted:

Key Words

Employee Attendance, Attendance Patterns, Attendance

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.
	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u>	Sick Leave
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

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**

<b><u>Cross References:</u></b>	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.