

## 4212 ATTENDANCE

**[See POLICY ALERT Nos. 205 and 231]**

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The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support 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 support staff members to report the use of sick leave and other absences. A support 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.

~~A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with 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 the withholding of a salary increment, dismissal, and/or certification of tenure charges.~~

~~Absences accumulated as documented by a physician or other health official during a pandemic or public health emergency shall not be considered as excessive or chronic.~~

~~In accordance with N.J.S.A. 18A:30-1, s~~Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code;~~in the collective bargaining agreement; negotiated with the member's majority representative,~~ in an individual employment contract, or provided in the policies of the Board. ~~In accordance~~



~~with N.J.S.A. 18A:30-4, the~~ The Superintendent or Board of Education may require ~~a physician's certificate 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.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among ~~the support~~ staff members. The review will include the collection and analysis of attendance ~~datapatterns~~, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 18A:30-2; 18A:30-4 et seq.

Adopted: 2 April 2001

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Second Read:

