

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4155

PERSONNEL
ATTENDANCE

Attendance

Attendance and punctuality are very important to the satisfactory performance of an employee's job. Absenteeism places a burden on other employees who have to perform absent employee's duties. Absenteeism can cause scheduling problems for the department director and adversely affect the Association's ability to serve our members. For these reasons, failure to maintain regular attendance will not be tolerated.

Employees will not be paid for any unexcused/unauthorized absences unless a request for exception is submitted and approved by the Executive Director.

Authority: BD 1/07

See Also: GO/4151.2
GO/4153.1
GO/4162.2