

PERSONNEL  
ATTENDANCE

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Occasionally, it is necessary to be absent from work. When you have an unscheduled absence from work, you must personally speak with your supervisor. You are responsible for calling your supervisor. Employees must notify their supervisor no later than 9:00 a.m. on each day of their absence unless they have been granted an authorized leave. It is not appropriate to leave a message on the answering machine before 9:00 a.m. or after 5:00 p.m. It is your responsibility to speak to your supervisor, or their designee, personally so that they are informed. If you are not able to call your supervisor, have an immediate family member do so. If you are absent for three or more consecutive days due to an illness, you may be required to present a doctor's note to return to work.

The same procedure should be followed when you will be late for work.

It is a violation of this policy not to notify your supervisor when you will be absent or late for work. Disciplinary action may result as indicated below. The Association will consider it a voluntary separation from employment should you not call your supervisor or report to work for three consecutive days.

Disciplinary Guidelines

Verbal counseling of an employee should be conducted by the immediate supervisor if the employee uses an accelerated amount of intermittent unplanned sick time, i.e., if an employee uses **5** of their allotted sick day benefits in a fiscal year.

Once an employee has **6** intermittent unplanned sick days in a fiscal year, a written notice should be provided warning them of their usage and risk of excessive absenteeism.

Once an employee uses **7** intermittent unplanned sick days in a fiscal year, the employee will receive a second written reminder that any additional absence is considered "excessive" and may be subject to disciplinary action. At this time the employee must be notified in writing that a doctor's certification will be required for all future intermittent unplanned sick absences.

If the employee has an **8<sup>th</sup>** intermittent unplanned sick absence in a fiscal year, a final written warning must be issued indicating that the next absence will result in disciplinary action up to and including termination of employment.

For purposes of this regulation, two or more consecutive days absent for the same illness shall count as one occurrence. This does not affect the requirement to present a doctor's note after three days' absence as provided above.

Authority: BD 1/07

**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/4155R**

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See Also: GO/4150

GO/4151.2

GO/4153.1

GO/4162.2