

### ATTENDANCE PATTERNS

The Long Hill Township Board of Education (BOE) believes regular attendance and punctuality by all certified personnel is essential to the quality and continuity of instruction. Frequent absences and/or tardiness on the part of the professional staff members can negatively affect the education of students.

The Chief School Administrator (CSA) shall examine staff absenteeism data and, where necessary, adopt procedures for improvement of staff attendance. These procedures shall be in accordance with monitoring guidelines, and shall encourage staff members to maintain good attendance patterns. These procedures shall provide for a case by case review of absenteeism and identification of individuals who are abusing sick leave benefits, personal days and other temporary leave benefits. Provisions shall be made for public acknowledgement of outstanding staff attendance records.

There shall be an annual review by the CSA of attendance records. Abuses of sick leave benefits, personal days and other temporary leave benefits shall be considered as part of the yearly evaluation of staff members.

Staff members should be aware that contract provisions for sick days, personal days and other temporary leave benefits are not privileges to be abused, but rather insurance against hardship should illness, injury or other extenuating circumstances occur.

At no time shall individual staff members be penalized for absences due to illness, injury, or other justifiable reasons.

**First reading: December 20, 1993**

**Second reading: January 10, 1994**

**Reviewed and readopted: February 7, 2011**

#### Legal References:

<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.; employment thereunder
<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)

Montville Township Education Association v. Board of Education of the Township of Montville, 1984 S.L.D. (November 7)

City of Burlington Educational Association v. Board of Education of the City of Burlington, 1985 S.L.D. (July 1), aff'd. St. Bd. November 6, 1985

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)