

Regulation

STAFF ABSENCE REQUIREMENT'S AND CONSEQUENCES

- A. The administration maintains the right to require a doctor's note for any absence on any work day for which sick pay is requested in accordance with N.J.S.A. 18A:30-4.
- B. The building level administrator must be presented with a doctor's note for absences on any work day(s) prior to and/or following a holiday for which sick pay is requested.
- C. Four (4) consecutive absences require a doctor's note.
- D. Three (3) or more absences in one calendar month require an administrative conference.
- E. After nine (9) absences, the building level administrator will meet and discuss with the staff member a continuing observed pattern, frequency of absences or for other good and sufficient reason related to attendance.

When the staff member has been subjected to Steps "A" through "E" of this procedure and the problem has not been corrected, the staff member will be referred to the appropriate Central Office Administrator for a conference to discuss the future consequences of an unsatisfactory attendance record. The consequences could include referral to the board, a recommendation for a withholding of increment or any other remedy available under policy or law.

Adopted: June 1999
Readopted: June 2013