

## Foster-Glocester Regional School District Employee Absence Policy

### **Purpose and Intent:**

To provide each student with a highly qualified and effective educator and reduce the cost associated with educator absences. Employees are expected to be regular in attendance as consistent instruction from highly effective staff is in the best educational interest of students. Additionally, teacher absenteeism requires the teacher to be paid as well as a substitute teacher, which redirects resources from the core mission of the district - educating children.

### **Policy Statement:**

If illness, injury, emergency, or personal situation prevents an employee from coming to work, he/she must notify his/her supervisor of the absence as far in advance as possible so that appropriate coverage may be arranged. An employee who is absent from the district must:

- Provide written lesson plans and other pertinent materials relating to schedule, curriculum and instruction planned for the day to the principal or his/her designee, which shall be made available to the substitute teacher.
- Request permission to be absent from the immediate supervisor on the appropriate district forms when requesting a non-sick day related absence.
- Submit written medical documentation to the office if he/she is absent for 3 or more consecutive days for personal or family illness.
- Record the absence with the substitute call line, or supervisor, prior to the absence occurring to ensure that substitute coverage is secured.
- Only use an absence day for its designated purpose - the employee must be personally sick in a manner that warrants an absence when using a personal sick day or must have a family member who is sick and who requires the care and supervision of the employee when using a family sick day, etc.
- Avoid using personal or other absence days immediately preceding or immediately following a non-work day (before or after a vacation, weekend, or holiday)

Medical documentation may be requested from an employee who has been absent for less than three consecutive days when repetitive absences occur. Personal days granted are to be limited on any one day in order to ensure the efficient operation of the schools and the attainment of the core mission of the district. An analysis of the use of absence days shall be performed periodically. Use of absence days for other than their intended purpose, overuse or misuse of absence days, failure to notify a supervisor of an absence in a timely manner, failure to provide medical documentation when requested, or failure to provide lesson plans during an absence is subject to disciplinary action up to and including termination.

### **Responsibilities of the Supervisor**

In addition to ensuring that work is appropriately covered during the employee's absence, there are a number of other critical actions that building or district supervisors need to take to manage absenteeism. District supervisors should:

- Be the first point of contact when an employee knows in advance that they may have a need to be absent,
- Maintain appropriately detailed, accurate, and up-to-date absence records for their staff and forward appropriate documentation to the business office,
- Identify any patterns or trends of absence that may cause concern,
- Discuss the attendance record with an employee who has been absent from the district for four or more total days or who has been absent immediately prior to or following a holiday week-end or vacation week,

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- Implement disciplinary procedures where necessary, and
- Limit the number of discretionary absence days to maintain the effective operation of the school.

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