

Category: 7000 - PERSONNEL	Policy Number: 7620
Policy Title: Employee Attendance and Tardiness	Effective Date: May 17, 2005

While absences and tardies are unavoidable due to emergencies and/or illnesses, absenteeism and tardiness are disruptive and have a negative effect on the services of the Snake River School District, the continuity of instruction to all pupils and the morale of other employees. Employees are expected to be at work on time and to fulfill their assigned duties during their designated schedules, unless an emergency situation arises. It is the responsibility of the employee to give adequate notice for any planned leave so that a substitute may be called in, if necessary. It is the responsibility of the District to provide substitutes, if necessary, for absent employees.

Paid absence time for teachers is per the negotiated master agreement and paid absence time for classified employees is on the basis of straight-time hourly rates, depending on the employee's normal workday. An employee's pay will be reduced by half-day or whole-day increments for any leave in excess of his/her accrued leave, except in cases that involve the application of the Sick Leave Bank.

Substitutes cannot perform an employee's work as well as a trained staff member and excessive absenteeism or tardiness shall be noted on performance evaluations and can lead to disciplinary action. The district reserves the right to require a physician's statement regarding the employee's illness, after he/she has been absent more than five (5) successive school days due to illness. Excessive absence is defined as having used the allotted sick leave days for the year.

Any employee who is repeatedly tardy or who willfully violates or misuses their absences or misrepresents any statement or condition in order to receive benefits may be disciplined up to and including termination of employment and may be referred to the Professional Standards Commission.

Reference: Policy 7380, "Working Hours"
Policy 7340, "Substitute Pay"
Policy 7685, "Sick Leave"
Policy 7695, "Vacation Leave for 12-Month Employees"