

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available _____ days of sick leave per school year cumulative to _____ days. Eligible support employees have available _____ days of sick leave per year cumulative to _____ days.

When employees are absent more than _____ days in any semester or more than _____ days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.