

**CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey 07016**

REGULATION: ATTENDANCE PATTERNS

The following regulation provides procedures to encourage all staff to strive for excellent attendance and punctuality.

All staff are required to notify the district of any absence prior to the time the absence will occur. Absences that are anticipated in advance should be reported using the approved district form. Typically a two week notice is requested. In cases where the district is requested to reimburse the employee for professional expenses or if the district is making advance payment for professional expenses, the employee is asked to submit his/her form four weeks in advance of the absence.

Staff may request full or half day absences, smaller increments of time will not be approved.

Absences required for professional absence requests that involve a registration fee of \$151 or more must be approved by the board of education in advance of the professional day.

Unanticipated or emergency absence requests can be called into the district phone hotline. Employees are required to call in absence no later than 7am for same day absences. Upon return to work, employees should submit an absence day form.

Employees are responsible for tracking the accumulated absences and ensuring they do not exceed the allotments for personal days, illness days, family illness days, vacation days or bereavement leaves as specified by their position in the negotiated agreement. Employees who wish to authenticate their accumulated totals may do so by contacting the personnel office at any time. Employees who exceed their allotment of days will receive a salary deduction and may be subject to further disciplinary measures by the district, if appropriate.

Employees with annual perfect attendance will receive recognition by the district in accordance with the negotiated agreement.

The procedures specified in this regulation shall be in accordance with New Jersey statutes and negotiated contracts to which the Board is a party. In cases of any unintended conflict, statute and negotiated contract language will take precedence.

The Superintendent of Schools shall report to the Board on staff attendance and punctuality periodically, but not less than annually.

This regulation placed into effect: