

POLICY

**FRANKLIN TOWNSHIP
BOARD OF EDUCATION**

File Code: 4151

ATTENDANCE PATTERNS

The Board of Education believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

In a school year, if an employee is documented as late 2-4 times, he or she will receive a verbal warning. Upon a 5th lateness a written warning will be issued, and copied to the personnel file. Upon the 8th lateness, a second written warning will be issued, copied to the personnel file, and notice of intent to withhold increment will be issued. Upon further incidence of lateness, recommendation will be made to the board to withhold increment.

The staff member must personally report all illness and request all leave at the earliest possible time. All attendance procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The chief school administrator shall provide a report on staff attendance at every regular monthly board meeting.

Date adopted: 11/20/00

Date reviewed: 3/23/09

Date revised: 6/23/14