

**Policy**

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ATTENDANCE PATTERNS

The Plainfield 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. Violation of this policy and 4151/4251 Attendance, Regulation shall result in disciplinary action that may include reprimand, withholding increment, suspension, dismissal and termination.

The Chief School Administrator shall develop and the Board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illnesses and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The Chief School Administrator shall report on staff attendance and punctuality at every regular monthly Board meeting.

Provisions shall be made for public acknowledgment of outstanding staff attendance records.

**Adopted:** May 20, 1997  
**Amended:** May 19, 2009

Key Words

Employee Attendance, Attendance Patterns, Attendance

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:27-4 Power of Boards of education to make rules governing employment of teacher, etc.; employment thereunder  
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals  
N.J.S.A. 18A:30-1 et seq. Sick Leave  
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-2.1 Definitions

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

ATTENDANCE PATTERNS (continued)

**Possible**

**Cross References:**

4150	Leaves
*4151.1	Personal illness and injury/health and hardship
4151.6	Religious observance
4151.7	Emergency/personal
*4251	Attendance patterns

\*Indicates policy is included in the Critical Policy Reference Manual.