



**Plainfield Public Schools  
Department of Human Resources and Support Services**

**Attendance Procedures**

District administrators must be familiar with district policies and procedures and are expected to establish procedures within their own schools/departments which conform to district requirements. These in-house procedures should be reviewed every two months and discussed with employees who do not conform to requirements.

In order to promote uniformity throughout the district and to be equal and just in our dealings with staff, all school/district administrators should adhere to the following procedures relative to employee leave time.

**ABSENCE**

1. A weekly and monthly report will be generated by the school/district administrator from the SubFinder system clearly reflecting absences for the staff under his/her supervision. Employees are able to track their attendance via SubFinder system to ascertain whether a pattern of absences is evident. The objective is to identify potential attendance problems and, if warranted, initiate interventions before the employee's attendance record becomes chronic and/or abusive.
2. School/district administrators are required to conduct an Attendance Counseling session with staff who are absent from work five or more days within two months. Staff is also required to present a doctor's note documenting the reason(s) for the absence.
3. School/district administrators must convene an attendance conference with any employee who demonstrates unacceptable attendance/and or tardiness behaviors. The Attendance Counseling form must be completed for every counseling session conducted; these forms become documentation in case of a withholding of increment recommendation.
4. Employees who are absent more than one half (50%) of the school year shall not automatically receive an incremental increase in salary. Each case of employee absence shall be individually reviewed by the school/district administrator; extraordinary personal circumstances should be considered before a recommendation to adjust wages is made.
5. In cases of incidental absences in one (1) school year that total unacceptable attendance habits, a written reprimand from the employee's school/district administrator is expected; a copy to the employee's personnel file is required.

6. **Employees who demonstrate unacceptable attendance and/or tardiness habits may be recommended for a salary withholding of increment by a school/district administrator. All actions taken by the school/district administrator to assist the employee in resolving the problem(s) should be documented and attached to the recommendation. All documentation of conference(s) must also be attached.**
7. **Employees who are referred to the Human Resources Department more than once in a school year and have received a written reprimand from his/her school/district administrator may be recommended to the superintendent for disciplinary action; including but not limited to suspension with loss of salary, withholding of increment, demotion, etc.**

### Attendance Counseling Schedule

<b>1<sup>st</sup> Conference</b>	<b>up to/more than 5 total absences</b>
<b>2<sup>nd</sup> Conference</b>	<b>up to/more than 10 total absences</b>
<b>3<sup>rd</sup> Conference</b>	<b>up to/more than 15 total absences</b>
<b>Conference with HR</b>	<b>up to/more than 17 total absences</b>

### TARDY

1. **A record of all employee tardiness will be emailed to [subfinder@plainfield.k12.nj.us](mailto:subfinder@plainfield.k12.nj.us) by the administrator/attendance designee on a daily basis. A report will be generated from the SubFinder office to Payroll every payroll cycle.**
2. **School/district administrators should continue to review and initial the staff sign-in-book on a weekly basis. School/district administrators must be especially aware of employees who demonstrate chronic tardy behaviors. If a problem is identified, the school/district administrator will schedule a meeting with the employee to work on ways to resolve the problem. If the problem persists, the school/district administrator will request the administrator of Human Resources to assist in resolving the problem.**
3. **Staff who are chronically tardy and have not corrected the problem, despite a minimum of two (2) conferences about the problems, may be subject to a withholding of increment. A meeting with his/her school/district administrator for assistance is required and, if necessary a conference with the administrator of Human Resources should initiate these actions as outlined in the attendance procedures above and the employee attendance responsibilities.**

### Recording An Absence in SubFinder

1. **All employees are required to record their absence(s) through the SubFinder system every time an absence occurs.**
2. **It is the responsibility of the employee\* to record their absence in SubFinder within the allotted time (one hour prior to the start of the absence).**

3. Employees\*\* who do not use the SubFinder system or continuously use the attendance designee to record absences will be docked each time they do not use the system to record absences.

**Vacation:**

Twelve (12) month employees are contractually entitled to vacation time. Vacation time that was not approved on the "vacation request form" must be requested via "absence request" form and receive approval from the immediate administrator at least five (5) days in advance

**Personal Business:**

Must be requested via "absence request" form and receive approval from the immediate administrator at least five (5) days in advance. Requests for time before/after a school holiday/closing must contain "specific reasons" and also receive Human Resource approval at least five (5) days in advance.

**Personal Illness:**

To be used only when the employee himself/herself is ill. When three (3) consecutive days are used, an original physician's note on letterhead is required, the note is to be submitted to the SubFinder office by the employee upon return to work. The doctor's note must contain the reason for absence (diagnosis) and the dates of incapacity and that the employee is medically cleared to return to full active duty.

Employees returning from illness of more than 20 consecutive days may be required to submit to a physical examination by a district approved physician.

**Family Illness:**

Employees may take three (3) days per year for the illness of immediate family members only. Under PEA contract immediate family is recognized as: husband, wife, children, civil union partners and other members of the same home; or father and mother, brother and sister, grandfather and grandmother, father-in-law and mother-in-law, brother-in-law and sister-in-law regardless of residence.

**Funeral Days:**

Employees are allowed five (5) days per for death in the immediate family. Under PEA contract immediate family is recognized as: husband, wife, children, civil union partners and other members of the same home; or father and mother, brother and sister, grandfather and grandmother, father-in-law and mother-in-law, brother-in-law and sister-in-law regardless of residence.

\*\*Administrator/attendance designee should not enter absence(s) in SubFinder for employee.