

#4241

Absence of School Staff

1
2
3
4
5 The Madison Board of Education expects employees to be present and on time for the
6 workday. The interaction between teachers and students is the most influential factor
7 affecting student academic success. It is critical that teachers be available to provide
8 continuous high-quality education. Excessive employee absenteeism results in a system
9 that is ineffective, inefficient and not conducive to the teaching / learning process.

10
11 The purpose of this policy is to establish a uniform and consistent procedure for the review
12 and control of excessive employee absenteeism. The intent of this policy is to promote
13 good attendance and provide supervisors with guidelines defining acceptable and
14 unacceptable attendance.

15
16 The Superintendent is charged with the management of all employees of the school district.
17 In that regard, the Superintendent or designee shall review, on a quarterly-regular basis, the
18 pattern of staff absences. Absences that are considered excessive will be reported to the
19 employee's supervisor who will conference with the employee and develop a plan of
20 improvement if warranted.

21
22
23 Date of Adoption: June 4, 1973
24 Date of Revision: January 28, 2014

25
26 First Reading: April 4, 2023

27
28 (c.f. Policy #2131 Superintendent of
Schools)