

#4241

**Absence of School Staff**

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

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

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

Date of Adoption: June 4, 1973

Date of Revision: January 28, 2014

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