

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 10 days of professional leave per school year cumulative to an unlimited number of days. Eligible support employees have available 10 days of professional leave per school year cumulative to an unlimited number of days.

When employees are absent more than 5 days in any semester or more than 10 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.