

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 paid time off (PTO) leave available which accumulates. Support employees have sick leave available which accumulates.

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.

Board Adopted December 21, 2006
Board Reviewed December 15, 2011
Board Updated October 20, 2016

