

Policy Guide



Policy No. 858

Section OPERATIONS

Title ATTENDANCE AND TARDINESS

Adopted JANUARY 19, 2021

Last Revised _____

	<p style="text-align: center;">POLICY NO. 858 ATTENDANCE AND TARDINESS</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 418 AND 518.</p> <p>Section 1 <u>Authority</u></p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The District shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>It shall be the responsibility of the Assistant to the Superintendent for Operations in collaboration with the Superintendent to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p>	<p>SC 510 Pol. 860</p> <p>Pol. 834, 835, 837, 839</p>
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References:

School Code –24 P.S. Sec. 510

Board Policy – 834, 835, 837, 839, 860