

Downey Unified School District

CERTIFICATED PERSONNEL

EMPLOYEE ATTENDANCE

AR 4118

Consistent attendance and punctuality on the part of school employees improve the educational program. Immediate supervisors shall be alert to absence patterns among the staff members under their supervision. The Personnel Office shall notify the immediate supervisor when members of his/her staff have been absent six or more days in any school year. Upon receipt of the notification the supervisor shall determine the nature of the problem. If an attendance problem is evident, the supervisor shall meet with the employee and counsel him/her on the need to improve. Excessive absences shall be recorded in the employee's personnel file. The extent of improvement, or lack of it, should be noted on the evaluation form, Section I.

The Superintendent or designee shall meet periodically with building administrators to review the attendance of all employees under their supervision.

Approved: 6/16/80

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