



Series 4000: District Employment

4200 Employee Conduct and Ethics

4219 Attendance

Regular, reliable, and in-person attendance is an essential job function for employees, unless the Superintendent or designee approves the absence. Employee absences or tardiness negatively impact the education of students and may impose unnecessary burdens on coworkers. Employees will be held accountable for adhering to their assigned schedule. Any deviation from an employee's assigned schedule must be approved in advance by the employee's supervisor or designee.

Consistent with any applicable collective bargaining agreement or individual employment contract, an employee must report absences as directed by the employee's supervisor or designee. The Superintendent or designee reserves the right to request verification for absences if reasonable grounds exist to believe that an employee is misusing leave, has misrepresented the reason(s) for the employee's absence, or a pattern of absenteeism exists.

All illness that requires the use of 1 to 3 sick days and the staff member does not have sick days available, shall be approved by the supervisor. Any employee using 3 or more sick days concurrently, may be required to submit a doctor's note.

All 1 day requests for unpaid leaves of absence by staff members must be approved by the supervisor. Any requests for unpaid leaves of absence for 2 or more consecutive days shall be approved by the supervisor and presented to the Superintendent for approval.

When possible, leave must be requested in advance per an applicable collective bargaining agreement, individual employment contract, employee handbook, Policy, or law.

An employee who violates this Policy may be subject to discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: June 10, 2024

Date revised: