

## STAFF ABSENCES AND TARDINESS

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position.

Unless authorized by the Board or the Superintendent/designee or otherwise authorized by law, an employee's excessive absences or excessive tardiness, including situations where employee repeatedly comes to work late, repeatedly leaves early or abandons her/his duties without permission from a supervisor, will be considered excessive or unreasonable. Employees may be disciplined or terminated for excessive absences or tardiness. If an employee with an employment contract or an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will assume the employee has resigned his or her employment with the District and will consider the position vacant.

The attached regulation outlines examples of excessive absences or tardiness and the possible actions by the Superintendent or designees in response.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

The District may share with potential employers seeking information about a former employee the fact that the employee failed to contact the District or resign.

Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed by the employee.

Adopted: October 11, 2016

Revised:

Cross Refs: DLB, Salary Deductions  
HPA, Employee Walkouts, Strikes and Other Disruptions

Legal Refs: §§ 168.114, .116, 288.030, RSMo.  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2611 - 2619  
Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C.  
§§ 4301-4333  
Willis v. School Dist. of Kansas City, 606 S.W.2d 189 (Mo. Ct. App. 1980)  
Stewart v. Board of Educ. of Ritenour, 574 S.W.2d 471 (Mo. Ct. App. 1978)  
Aubuchon v. Gasconade County R-1 Sch. Dist., 541 S.W.2d 322  
(Mo. Ct. App. 1976)