

Stanley-Boyd Area Schools

**JAMES B. JONES, DISTRICT ADMINISTRATOR
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STANLEY, WISCONSIN 54768
715-644-5534**

HIGH SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

MIDDLE SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

ELEMENTARY
507 E. 1st Avenue
Stanley, WI 54768

EARLY LEARNING CENTER
303 E. Park Street
Boyd, WI 54726
715-667-3221

May 28, 2009

Administrative Rule: Employee Attendance

Written By: Jim Jones

In order to comply with the school board expectations regarding employee attendance as outlined in SL5: Employee Evaluation, the following administrative rules have been developed.

- 1. All employees will complete, sign, and provide to the administrative office a Leave Request Form before the end of the work day following all incidents of absence (not including personal, vacation, professional).**
- 2. Employees are expected to be at work before and or after a scheduled appointment whenever possible and will have only the missed time reduced from their sick time bank. Employees will pre-schedule all non-emergency appointments and will make every effort to schedule appointments after work hours.**
- 3. All absences of five or more consecutive days will require documentation of illness and the employee's inability to attend work as well as the ability to return to work from a doctor.**
- 4. All employees will meet with the administrator and or building principal to discuss absenteeism upon their 5th occurrence of absence (sick leave) within one school year.**
- 5. Employees who have less than 5 occurrences in a school year but who have been determined by the administration to have established an absence pattern (an example would be multiple Friday absences) will meet with the administrator and building principal to discuss absenteeism.**
- 6. All occurrences of absences taken under the Family and Medical Leave Act will require the appropriate medical certification as per the law.**
- 7. Non FMLA approved Leave of Absence requests must be pre-approved by the Administrator and will only be considered for extremely unique circumstances. (Leave of Absence requests for additional single days of leave will not be approved.)**