

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4201

REPORTING EMPLOYEE ABSENCES

I. General

An employee who is to be absent from his/her duties must report the absence to their immediate supervisor or his/her designee as far in advance of their starting time as possible. If an employee fails to notify their supervisor before their starting time, the employee's absence will be unexcused and their salary will be reduced. Those responsible for the maintenance of attendance records may make reasonable rules to administer this policy. Failure to submit appropriate leave forms in a timely manner may also result in an absence being considered unexcused and subject to having salary reduced.

II. Record of Absences - Proof

The Milford Board of Education delegates to the Superintendent or his or her designee the right to require a physician's certificate from an employee when absent if, in his/her judgment, (s)he so deems necessary. In addition, the Milford Board of Education requires that an employee absent because of illness for four (4) or more consecutive days present a physician's certificate upon returning to work. The Superintendent shall develop procedures to implement this policy.

III. Responsibility for Maintenance of Attendance Records

1. The principal is responsible for maintaining a record of absences of all personnel assigned to his/her building. All itinerant personnel are assigned to a specific building for the purpose of teachers' meetings, inter-school mail, reporting, etc. Therefore, the principal of the "home base" building will be responsible for absence reports.
2. The building principal will forward all leave forms and attendance records to the payroll department at the district office. The payroll department shall be responsible for the maintenance of all official leave records.

IV. Reporting Procedures

1. All leave reporting will be maintained in a central database at the district office.
2. Employees will be provided with a detailed listing of their leave balances, leave accruals, and leave usage at least once each year for review and verification.

ADOPTED: 10/1/71

AMENDED: 1/12/76; 7/18/77; 6/20/83; 6/28/04; 4/18/11; 6/20/11