

## **PERSONNEL SERVICES**

## **Policy 4310**

### **Absences, Leave and Vacation**

#### **General Attendance**

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available nine (9) days of sick leave per school year cumulative to ninety (90) days. Eligible support employees have available nine (9) days of sick leave per year cumulative to ninety (90) days.

When employees are absent more than 10 days in any semester or more than 18 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.