



**ABSENTEEISM – REPORTING BY STAFF**

Adopted: 2002-01-22	Reviewed:	Amended: 2015-02-10 2020-03-10
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**POLICY**

SUBJECT: **ABSENTEEISM – REPORTING BY STAFF**

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The Board of Education recognizes the contribution each employee makes to the achievement of students and encourages initiatives and measures that support a healthy lifestyle for staff. This includes promoting early intervention to assist employees demonstrating attendance issues, and supporting programs and practices that aid in returning employees safely to the workplace.



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**REGULATIONS**SUBJECT: **ABSENTEEISM – REPORTING BY STAFF**

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1. All members of staff absent from duty or absent from their regular site for any cause shall report the fact on the prescribed report form, giving the reasons in full for such absences.
  2. All staff members will complete the district “Request for Leave” form prior to absences (or upon return in the case of emergencies or illness) with the exception of the Superintendent, Assistant Superintendent, Secretary-Treasurer, Assistant Secretary Treasurer, and Principals/Vice-Principals who will use the Monthly Leave form.
  3. To facilitate District processing, completed leave forms will be sent to the Board Office each week.

**VALUES**

A safe and caring learning environment treats all people respectfully as individuals with understood expectations, roles and responsibilities.