

SMYRNA SCHOOL DISTRICT

POLICY

Section:	4000 Personnel	Office Responsible:	Human Resources
Policy:	4151 Employee Attendance		
Related Policies:	N/A	Admin Procedures	N/A

I. Purpose

II. Authority

1 Delaware Code 501 and 14 Delaware Code 1318, 1319, and 1320.

III. Definitions

None

IV. Policy Statement

A. Attendance is an essential job function. Unless an applicable exception applies, Smyrna School District employees must adhere to work schedules applicable to their respective positions outlined in the agreement between the Smyrna School District Board of Education and the Smyrna Educators Association.

B. Allowable absences include state holidays as outlined in 1 Del. C. 501 and approved sick, personal, vacation, and bereavement leaves, as put forth in 14 Del. C. 1318, 1319 and 1320. Smyrna School District employees shall:

1. Maintain an acceptable attendance record by reporting to work on-time each day and remaining at work until the end of the scheduled workday.
2. Follow district procedures for reporting absences, tardiness, or departures that deviate from the established schedule.
3. Follow district procedure for return to work, as applicable.

SMYRNA SCHOOL DISTRICT *POLICY*

- C. Tardiness, unexcused absences, patterns of absenteeism (e.g. same days over a period), fraudulent use of paid or unpaid leave, and absences in excess of leave balances (other than FMLA, leave as a reasonable accommodation or Paid Parental Leave-approved leave) are cause for progressive corrective actions including disciplinary action up to and including termination.
- D. The Smyrna School District has, in the past, not enforced workforce rules prohibiting employees from going into a “deduct” state (Unpaid Leave). Effective July 1, 2023, employees shall work as scheduled. Any employee who is in “deduct” status (not at work and not having available leave time) will be considered neglectful of their duty, and subject to discipline. This procedure will not apply to employees who have job-protected leave (e.g., under FMLA or the ADA).

Board Approval Acknowledged by:



Kristi Pelezo, President
Smyrna School District Board of Education

Policy Actions

Adopted: 6/14/2023

Revised: