



Superintendent's Circular

NUMBER:
HRS-PP05
Version 01

EMPLOYEE ATTENDANCE

This circular will remain in effect unless rescinded or superseded by a subsequent version.

Poor attendance adversely affects the work we can accomplish and the morale of all Boston Public Schools employees. Attendance will be monitored throughout the year at all levels. Any excessive absences, tardiness, or perceived abuse of time off/leave benefits will be investigated and may subject the employee to discipline. The procedures described herein may not occur if the superintendent exercises their statutory authority to dismiss, demote, or suspend.

ATTENDANCE MONITORING PROCESS

1. **Sign in/out:** Managers¹ must establish and supervise a paper sign in/out procedure that provides an accurate record of the date and time of arrival and departure of all employees

¹ The term "manager" refers to positions such as academic superintendent, senior officer, headmaster, principal, senior program director, and director. A manager may in some cases delegate authority to carry out these procedures to supervisory personnel reporting to them.

assigned to them. Employees must comply with the sign in/out process. An employee who fails to comply with the procedure, falsifies such a record, and/or fraudulently reports their or another's time will be subject to discipline up to and including termination.

2. **Report your absence/early departure:** Managers must establish a process to report an absence/early departure due to illness. Employees must follow the process created and implemented by their manager for each absence/early departure. If the employee fails to follow the protocol established by the manager, the employee's absence/early departure will be unexcused, and the employee will not be paid for the day(s)/hour(s) of absence(s). The employee may also be subject to discipline up to and including termination.
 - a. Employees not serving in schools must follow the protocol set by their manager. In the case of early departure, the employee must notify their manager before leaving the building.
 - b. If the employee's absence is for more than five (5) consecutive days, refer to the Absence and Leaves circular. Regardless of the duration of the time off due to illness, managers may at any time request medical documentation from the employee to substantiate their absence.
3. **Reasonable accommodations:** An employee seeking reasonable accommodations for a disability may contact the Office of Equity (617-635-9650) to begin an interactive dialogue process. Employees who inform their managers about a disability will be referred to the Office of Equity by the manager. The district will attempt to provide reasonable

accommodations unless it would cause an undue hardship or fundamentally alter the district's programs. Medical information concerning any employee will be maintained in strict confidence.

Chapter 151B and the ADA define a person with a disability as someone who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Major life activities include, but are not limited to: caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, or learning.

The person may also qualify for an extended or intermittent leave of absence. Please refer to the Absence and Leave Policy circular and your collective bargaining agreement or conditions of employment for more information.

For more information about the reasonable accommodations process, please see Superintendent's Circular EQT-07.

PATTERNS OF ABUSE

When a manager determines that an employee's absences and/or tardiness exhibits a pattern of abuse and/or raises concern, the manager will address it directly with the employee in the way the manager deems appropriate (i.e., informal meeting versus investigatory meeting). The employee will have the right to union representation at all types of meetings.

In the past, the following scenarios have been deemed as patterns of abuse (the list is not exhaustive/exclusive):

1. Four (4) or more separate absences before or after the weekend or holiday/vacation
2. Sick absences lasting six (6) or more consecutive days without a physician's certificate
3. Scattered sick days/leave throughout the school year exceeding or projected to exceed fifteen (15) or more days
4. Two (2) or more absences, consecutive or closely patterned, following layoff notification
5. Two (2) or more absences, consecutive or closely patterned, following contract non-renewal notification
6. Two (2) or more absences immediately following poor performance evaluation
7. Absence during a previously scheduled investigatory meeting
8. Absence after receiving a notice of an investigatory meeting
9. Absence on day of release or scheduled release of poor performance evaluation
10. Patterns of two (2) days out, two in, one out, etc.
11. Tardiness: two (2) or more days within a one-week period
12. Tardiness: two (2) or more days within a two-week period

CONSEQUENCES FOR ABUSE AND/OR EXCESSIVE ABSENTEEISM/TARDINESS:

The following are the consequences an employee will face when they have been deemed to engage in a pattern of abuse and/or excessive absenteeism/tardiness. These consequences can be applied individually or in conjunction with one another.

1. Discipline up to and including termination

2. Requirement to provide medical documentation substantiating each absence (past, present, and future)
3. No pay for time out of work if the employee fails to provide requested medical documentation for absences; the absences will be unexcused.
4. Issuance of an "unsatisfactory/does not meet standards" rating on the employee's performance evaluation attendance/punctuality standard.

For more information about this circular, contact:

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