

**STEPS FOR MONITORING EXCESSIVE ABSENCES
FOR CERTIFIED EMPLOYEES
GREENE COUNTY SCHOOLS**

Note: All absences, conferences, corrective steps, etc., must be documented.

- Step 1: Certified employees' absences will be monitored monthly. When a pattern of excessive absences develops that is not adequately substantiated **or** if there is a history of absences that continues into a new school year, the immediate supervisor will schedule a conference. The conference shall be positive; emphasizing the effects absences have on students, other staff members and the school climate. It shall be stressed that absences should not occur except when absolutely necessary. Board policies 5.302 and 5.602 will be reviewed with the employee. **The pattern and conference will be documented (specify the pattern or excessiveness).**
- Step 2: If excessive absences continue for the next two months, another conference will be scheduled, this time involving the next level supervisor. Reasons for absences will be discussed and, unless adequately substantiated, the employee will again be reminded of board policies 5.302 and 5.602. **The conference will be documented.** The director of schools will be notified and will send the employee a formal letter, instructing him/her to submit a doctor's statement for any future absences, even if only for one day. The doctor's **statement shall include a specific diagnosis** and **shall** indicate the patient was **seen by the doctor.** The letter will also specify sick leave guidelines and consequences of excessive absences as stated in board policies 5.302 and 5.602. **The letter will be sent by certified mail or hand-delivered, witnessed, and documented.**
- Step 3: If absences continue, the immediate supervisor will continue to document and notify director of schools who will initiate formal charges for dismissal.