

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
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### **Authority.**

Punctual and reliable attendance by administrative, professional, project, and support employees is essential for the operation of the school. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[\[1\]](#)  
[\[2\]](#)

The school shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Joint Operating Committee policy and an applicable individual contract, collective bargaining agreement or Joint Operating Committee resolution.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

It shall be the responsibility of the Administrative Director or designee to assess penalties when an employee fails to meet attendance requirements.

Legal	1. 24 P.S. 1850.1
	2. Pol. 332
	3. Pol. 334
	4. Pol. 335
	5. Pol. 336
	6. Pol. 339