

## **PERSONNEL SERVICES**

## **Policy 4310**

### **Absences, Leave and Vacation**

#### **General Attendance**

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 13 days of personal leave per school year cumulative to 63 days. Eligible support employees have available 13 days of personal leave per year cumulative to 63 days.

When employees are absent more than 7 days in any semester or more than 14 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Approved 07/18/2017