

## **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 10 days of sick leave per school year cumulative to 110 days. Eligible support employees have available 10 days of sick leave per year cumulative to 110 days. Both certificated staff and support staff may use up to five (5) days of the ten (10) allowed sick days as personal leave.

When employees are absent more than 10 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.

Adopted: April 17, 2012

Knox County R-I School District, Edina, Missouri