



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

EMPLOYEE ABSENTEEISM | 4007.2

In order to improve the attendance rate of all employee groups and to prevent abuse of sick leave provisions, administrators will use the following procedures:

1. Administrators will notify the entire staff that they will be reviewing absences on a periodic basis.
2. Administrators will inform the entire staff that individuals will be counseled for unusual absenteeism patterns, or high absenteeism, on an as needed basis.
3. Administrators will inform the entire staff that written medical excuses will be required when, in their opinion, it is deemed necessary.
4. Employees are to be informed that abuse of accrued sick leave can result in disciplinary action, which may include termination.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.