



# BOARD ADMINISTRATIVE RULE

Staff Attendance	GBEBD	3/10/10
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## RATIONALE/OBJECTIVE:

The Cobb County School District (District) expects all employees to demonstrate punctual and regular attendance. Excessive tardiness and absenteeism result in ineffective and inefficient employee performance which does not support the District’s Vision of continuous improvement and is not conducive to increasing student achievement.

## RULE:

### A. GENERAL PROVISIONS:

District supervisors are expected to monitor attendance and promote high attendance standards among their staff. Recognizing the health and welfare needs of our employees and their families and in conformance with applicable state and federal laws, the District provides designated categories of leave for which employees may seek approval when circumstances dictate:

1. Administrative [Rule GCCAC](#) (Family and Medical Leave)
2. Administrative [Rule GCC](#) (Short Term/Long Term Leaves and Absences)
3. Administrative [Rule GCD](#) (Vacations)

### B. IMPLEMENTATION:

Supervisors are expected to implement and enforce the District Staff Attendance Rule in accordance with the following provisions:

#### 1. Ethics:

Leave approved for a designated purpose may not be used for any other purpose (Standard 4, Georgia Professional Standards Commission [Code of Ethics](#)). (See Administrative [Rule GBEA](#) [Staff Ethics])

#### 2. Approved Absences:

The following types of approved absences will not be counted against an employee’s annual attendance evaluation:

- a. First five days of scheduled absence for an illness-related reason (short-term leave);
- b. Approved leaves of absence as follows:
  - (1) Directed Administrative leave or suspension (Administrative [Rule GCOF](#) [Discipline, Suspension, and Dismissal of Staff]).
  - (2) First five days Bereavement leave ([Rule GCC](#));
  - (3) FMLA: Leave granted under the Family Medical Leave Act ([Rule GCCAC](#));
  - (4) Hardship leave ([Rule GCC](#));
  - (5) Jury duty ([Rule GCC](#));
  - (6) Military leave ([Rule GCC](#));
  - (7) Personal leave ([Rule GCC](#));
  - (8) Professional/Directed leave ([Rule GCC](#));
  - (9) Vacation leave (Administrative [Rule GCD](#));
  - (10) Worker’s Compensation leave (Administrative [Rule GBGD](#)).

#### 3. Acceptable Absences:

Other than and in addition to the absences listed in Section 2 above, the following chart defines what may be considered a reasonable level of absence from the job:

Employee's Annual Work Calendar	Number of Work Days*
180-189 days	6.5
190-194 days	7
195-209 days	7.5
210-239 days	8
240/260 days	9

\*Supervisors of hourly employees shall convert the above number of work days to equivalent work hours.

**C. GUIDELINES:**

1. Refer to Administrative [Rule GCC](#) (Short Term/Long Term Leaves and Absences) for specific requirements regarding requesting, approval and required documentation of leave.
2. **Leave Category:**  
Employees may not change an absence to a different leave category after the absence has occurred;
3. **Discipline:**
  - a. **Excessive Absences:**  
Absences in excess of the number of days identified in the above table within a fiscal year may result in corrective action consistent with progressive discipline ([Rule GCQF](#)). Supervisors should exercise discretion in the assignment of progressive discipline.
  - b. **Tardiness:**  
Unexcused tardiness may also result in corrective action consistent with progressive discipline ([Rule GCQF](#)). Supervisors should exercise discretion in the assignment of progressive discipline.

Adopted: 3/10/10