

# EPHRATA AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ATTENDANCE AND  
TARDINESS

ADOPTED: December 18, 2006

REVISED: October 19, 2020

<p>1. Authority 24 P.S. 510 Pol. 332</p> <p>Pol. 334, 335, 336, 339</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">318. ATTENDANCE AND TARDINESS</p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p> <p>It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 332, 334, 335, 336, 339</p>
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