

FAIRFIELD AREA SCHOOL DISTRICT

ABSENT FROM DUTY

3240

- 3240.1 Employees unable to report for duty shall notify the Principal as soon as possible, preferably the evening before the day of absence.
- 3240.2 Substitute teachers shall have access to the regular teacher's daily schedule of classes, current lesson plans and seating charts. Since many absences will be unanticipated, it shall be necessary for each teacher to keep the above mentioned items current and available.
- 3240.3 Absent teachers shall inform their Principal or Principals as to their expected return. In turn the Administrator shall make such substitute arrangements as might be necessary.
- 3240.4 A teacher's absence shall be reported by the Principal to the Superintendent's office on a form which certifies the reason for absence. This certification, in turn, shall be the basis for determining whether pay deductions are to be made.
- 3240.5 Teachers who are absent for duty during summer school shall adhere to the same policy as during the regular term. Teachers absent will have the days counted against their accumulated sick leave or emergency leave, as the case may be.
- 3240.6 Teachers absent during the summer session shall use the same certification form used during the regular term.
- 3240.7 The Administration shall have the right to require certification by a physician if the circumstances appear to warrant such action.

Adopted December 4, 1995