

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 13, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED NEW BOARD OF EDUCATION
POLICY 4400 – ABSENCES AND LEAVES**

ORIGINATOR: Joe A. Hairston, Superintendent

**RESOURCE
PERSON(S):** Donald Peccia, Assistant Superintendent, Human Resources

RECOMMENDATION

That the Board of Education reviews the proposed new Policy 4400. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 4400

**Policy Analysis for
New Board of Education Policy 4400
Absences and Leaves**

Statement of Issues or Questions Addressed

It is being recommended that a new Absence and Leave of Absence policy be reviewed and approved. This new policy will address information related to absences and leaves of absence not addressed in the bargaining unit agreements. The policy will also be applicable to all employees.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the addition of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 4280, *Leaves, Holidays, and Vacations*

Legal Requirements

Annotated Code of Maryland, Education Article, §4-103, School Personnel

Annotated Code of Maryland, Education Article, §6-305, Sick Pay

COMAR 13A 01.03.02, *Personnel Policies*

COMAR 13A 02.03.02, *Annual Leave of Staff*

COMAR 13A 07.02.03, *Leave of Absence*

COMAR 13A.07.03.02, *Attendance and Absence of Certificated Employees*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel Board of Education, Policy Codes 800-12 to -23, *Leaves*
2. Howard County Board of Education, Policy 7110, *Annual Leave for Administrative Personnel*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None

Timelines:

First reading: July 13, 2010

Public Comment: August 10, 2010

Third reading: September 7, 2010

PERSONNEL: COMPENSATION, BENEFITS AND RETIREMENT

ABSENCES AND LEAVES

I. PHILOSOPHY

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) BELIEVES THAT REGULAR ATTENDANCE AT WORK HAS A PROFOUND AND POSITIVE EFFECT ON STUDENT ACHIEVEMENT, ON THE MAINTENANCE OF A SAFE AND ORDERLY LEARNING ENVIRONMENT, AND ON THE EFFECTIVE AND EFFICIENT OPERATION OF THE SCHOOL SYSTEM. THEREFORE, IT IS ESSENTIAL THAT EMPLOYEE ABSENCES AND LEAVES OF ABSENCE ARE MANAGED AND MONITORED APPROPRIATELY.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY.

LEGAL REFERENCES: COMAR 13A 01.03.02, *PERSONNEL POLICIES*
COMAR 13A 02.03.02, *ANNUAL LEAVE OF STAFF*
COMAR 13A 07.02.03, *LEAVE OF ABSENCE*
COMAR 13A.07.03.02, *ATTENDANCE AND ABSENCE OF CERTIFICATED EMPLOYEES*

POLICY
ADOPTED: _____

BOARD OF EDUCATION OF BALTIMORE COUNTY