

UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
PERSONNEL ATTENDANCE POLICY

THIS POLICY IS HEREBY DEVELOPED TO PROVIDE GUIDANCE TO THE EVALUATOR IN RATING THE ATTENDANCE OF PERSONNEL, IN ACCORDANCE WITH THE FOLLOWING:

1. **FOUR ATTENDANCE CATEGORIES:** There are four (4) categories for attendance which are: Outstanding, Exceeds Standards, Satisfactory and Unsatisfactory.
2. **GRADING OF ATTENDANCE CATEGORIES:** The grading of the four attendance categories is as follows:

<u>Categories</u>	<u>Grading</u>
Outstanding	0-4
Exceeds Standards	5-8
Satisfactory	9-12
Unsatisfactory	13 or more

3. **PERSONAL LEAVE WILL BE EXEMPTED FROM ATTENDANCE GRADING, AND SICK LEAVE WILL BE EXEMPTED UNDER CERTAIN CIRCUMSTANCES.** In the grading of attendance, personal leave and administrative leave will be exempted. However, under the following circumstances sick leave may be exempted from the grading of attendance.

Should an illness be prolonged due to medical reasons, the circumstances for an unsatisfactory rating which may be given, will be noted by the evaluator. Documented medical proof of such illness shall be submitted to the evaluator, in which case the rating of unsatisfactory may result in a recommendation for dismissal of the individual evaluated.

4. **TARDINESS RATING:** The rating for tardiness will be in four (4) categories similar to the rates for attendance:

<u>Categories</u>	<u>Grading</u>
Outstanding	0-4
Exceeds Standards	5-8
Satisfactory	9-12
Unsatisfactory	13 or more

5. **NOTIFICATION OF LATENESS OR ABSENCE** Each employee shall notify the principal at least forty-five (45) minutes in advance that he or she will be late or absent for that given day.
6. **EMPLOYEES SUBJECTED TO DISMISSAL FOR TWO YEARS OF UNSATISFACTORY RATING:** An employee who persistently receives ratings of unsatisfactory shall be subject to dismissal.