

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT Staff Attendance Policy</b>	<b>Approved: 12/12/2018</b>

**Purpose:**

The purpose of this document is to set forth the Staff Attendance policy for the North Providence School Department. This policy is established to assist with promoting the efficient operation of the District and to minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled and to be prepared for each day. Employees are also expected to remain at work for their entire work schedule unless there is prior approval by a supervisor. Late arrivals, early departures, or any other absences from scheduled hours are disruptive and should be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Please refer to the [Staff Attendance Protocol](#) which support this policy .

Revised: 5/25/2023