

# Report

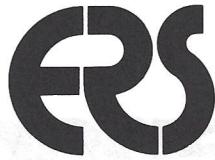
## **Teacher Absenteeism Experience and Practices of School Systems**

**Educational Research Service, Inc.**

# ERS Report

## Teacher Absenteeism: Experience and Practices of School Systems





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## FOREWORD

When preparing a comprehensive review of research on employee absenteeism for the recently published study titled *Employee Absenteeism: A Summary of Research*, the Educational Research Service could find relatively few studies published in school management literature in contrast to the immense literature on absenteeism in business and industry. In its review, ERS could find no nationwide data relating specifically to either teacher or school support staff absenteeism.

To help fill this void, with the assistance of the American Association of School Personnel Administrators, ERS conducted the first *National Survey on Staff Absenteeism* collecting both teacher and support staff absenteeism data for school year 1978-79. The results of this pioneering survey are presented in two comprehensive studies. This report provides data on *teacher absenteeism*; a companion report provides data on *support staff absenteeism*. These two publications present for the first time data and information on the experience of a national sample of school systems with the problems of employee absenteeism.

Nearly half of the 41 summary tables in this Report present teacher absence data, with nine tables reporting the *average number of days absent* per teacher in responding school systems and nine tables presenting data on *teacher absence rates* in reporting systems. The absence data in each set of nine tables are classified by enrollment group, grade span, geographic region, Standard Metropolitan Statistical Area (SMSA) category, type of community served, average salary paid teachers, method of absence reporting, negotiating status of school system, and personal leave provisions. Data on the costs of teacher absenteeism and substitute teacher replacement and attendance policies/procedures, classified by enrollment group, are also provided. A major portion of this Report is devoted to examples of how school systems are responding to teacher absenteeism at the local level.

ERS expresses gratitude to the American Association of School Personnel Administrators for providing valuable suggestions during the development of the questionnaires, as well as a pretest group of AASPA members. ERS also appreciates the cooperation of the school superintendents and their staffs throughout the country who supplied the data contained in this Report. Their willingness and ability to provide the detailed information and supplementary materials requested made this Report possible.

Glen Robinson  
Director of Research  
Educational Research Service



## HIGHLIGHTS OF THE SURVEY

- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, 8.0 days; includes mean of 9.0 days for large systems (25,000 or more pupils), 8.4 days for medium systems (10,000 to 24,999 pupils), 8.0 days for small systems (2,500 to 9,999 pupils), and 6.5 days for very small systems (300 to 2,499 pupils).
- Mean of average number of days absent per teacher due to sick leave absences in all reporting school systems, 5.7 days; due to personal leave absences, 0.9 days; due to other paid leave absences, 1.5 days.
- Mean of average number of days absent per teacher due to all paid leave in all reporting school systems, by *grade span* of school system, 8.0 days for unified systems, 8.9 days for elementary systems, and 7.8 days for high school systems.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, by *geographic region*, 9.4 days in the Northeast, 8.2 days in the Southeast, 7.4 days in the Middle states, and 7.7 days in the West.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems by *Standard Metropolitan Statistical Area (SMSA)* category, 8.8 days in areas of 50,000 or more population, in central city; 8.2 days in areas outside central city, within SMSA; and 6.7 days in areas outside any SMSA.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, by *type of community served*, 8.9 days in urban areas, 8.5 days in suburban areas, 6.7 days in small towns, and 6.5 days in rural areas.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, by *average salary paid teachers*, 9.2 days in systems with an average teacher salary of \$17,000 or more; 7.8 days in systems with an average teacher salary of \$15,000 to \$16,999; 8.0 days in systems with an average teacher salary of \$13,000 to \$14,999; and 6.8 days in systems with an average teacher salary of less than \$13,000.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, by *method of absence reporting*, 9.1 days in systems using a telephone answering service, and 7.6 days in which a specific person is contacted.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, by *negotiating status of school system*, 8.2 days in systems that negotiate with teachers, and 7.2 days in systems that do not negotiate with teachers.
- Mean of average number of days absent per teacher due to all paid absences in all reporting school systems, by *personal leave provisions*, 7.9 days in systems that provide 3 days or less of personal leave, and 8.8 days in systems that provide more than 3 days of personal leave.
- Mean of teacher absence rates (percent of teachers absent per day) due to all paid absences in all reporting school systems, 4.3%; mean of 4.7% for large systems (25,000 or more pupils), 4.5% for medium systems (10,000 to 24,999 pupils), 4.3% for small systems (2,500 to 9,999 pupils), and 3.5% for very small systems (300 to 2,499 pupils).
- Mean of teacher absence rates due to sick leave absences in all reporting school systems, 3.1%; due to personal leave absences, 0.5%.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *grade span* of school system, 4.3% for unified systems, 4.8% for elementary systems, and 4.2% for high school systems.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *geographic region*, 5.1% in the Northeast, 4.3% in the Southeast, 4.0% in the Middle states, and 4.2% in the West.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *SMSA category*, 4.7% in areas of 50,000 or more population, in central city; 4.4% in areas outside central city, within SMSA; and 3.6% in areas outside any SMSA.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *type of community served*, 4.7% in urban areas, 4.6% in suburban areas, 3.6% in small towns, and 3.5% in rural areas.



- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *average salary paid teachers*, 5.0% in systems with an average teacher salary of \$17,000 or more; 4.2% in systems with an average teacher salary of \$15,000 to \$16,999; 4.3% in systems with an average teacher salary of \$13,000 to \$14,999; and 3.6% in systems with an average teacher salary of less than \$13,000.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *method of absence reporting*, 4.9% in systems using a telephone answering service, and 4.1% in systems in which a specific person is contacted.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *negotiating status of school system*, 4.4% in systems that negotiate with teachers, and 3.8% in systems that do not negotiate with teachers.
- Mean of teacher absence rates due to all paid absences in all reporting school systems, by *personal leave provisions*, 4.2% in systems that provide 3 days or less of personal leave, and 4.7% in systems that provide more than 3 days of personal leave.
- Frequency of teacher absence in all reporting school systems: average of the percent of all teachers with no days absent, 13.4%; average of the percent of all teachers absent 1-5 days, 44.1%; average of the percent of all teachers absent 6-10 days, 27.5%; average of the percent of all teachers absent 11-30 days, 13.0%; and average of the percent of all teachers absent more than 30 days, 2.2%.
- Average of the percent of reasons why teachers were absent from work in all reporting systems: personal illness, 63.7%; family illness, 8.0%; maternity/paternity, 3.8%; death in the family, 2.5%; religious reasons, 0.5%; professional activities, 8.4%; personal reasons (such as personal business), 9.3%; and other reasons, 3.5%.
- Leave without pay taken by teachers in 90.3% of all reporting systems; mean of mean number of days of leave without pay taken by all teachers, 1.3 days; mean of mean number of days of leave without pay per teacher using leave without pay, 51.7 days; mean of teachers taking leave without pay as a percent of all teachers, 3.2%.
- Mean of mean daily rate paid substitute teachers in all reporting systems, \$30.60, ranging from a low of \$15.00 to a high of \$68.75.
- Mean of cost of substitute teachers during school year 1978-79 in all reporting systems: per pupil, \$14.39; per teacher, \$260; per pupil day, \$1,908; mean cost of substitutes as a percent of total teacher salaries, 1.7%.
- Mean of cost of absent teachers' salaries during school year 1978-79 in all reporting systems: per pupil, \$37.53; per teacher, \$671; per pupil day, \$4,384; mean cost of absent teachers' salaries as a percent of total teacher salaries, 4.3%.
- Teacher absenteeism as either a high or very high management concern in 64.9% of school systems with 25,000 or more pupils; 45.4% in systems with 10,000 to 24,999 pupils; 38.6% in systems with 2,500 to 9,999 pupils; and 33.0% in systems with 300 to 2,499 pupils.
- Primary methods used by teachers for reporting short-term absences in all responding systems: call building principal, 58.7%; call telephone answering service, 14.7%.
- Responsibility for managing teacher leave policies charged to a specific administrator in 87.2% of all reporting systems, most often a personnel administrator (in 63.1% of all reporting systems).
- Local policy limiting sick leave accumulation in 55.0% of all reporting systems; mean of number of sick leave days that may be accumulated in systems that allow accumulation, 128 days.
- Local policy providing for paying teachers for some number or percent of unused sick leave days at employees' retirement or resignation in 43.1% of all reporting systems.
- Personal leave provided in 94.7% of all reporting systems, with most systems providing 2 or 3 days of personal leave per year; specific reasons required for using personal leave in 43.8% of systems granting personal leave; permission required before personal leave taken in 83.3% of systems granting personal leave.
- Collective bargaining was conducted with teacher organizations in 75.3% of all reporting systems; contract provisions relating to teacher leave policies were contained in 78.6% of the systems that negotiated with teachers.
- Grievances over the interpretation of leave usage had occurred during school year 1978-79 in 25.8% of all reporting systems.

## INTRODUCTION

*Teacher Absenteeism: Experience and Practices of School Systems* is Part 1 of a two-part report of the ERS *National Survey on Staff Absenteeism*. The survey, conducted with the assistance of the American Association of School Personnel Administrators, collected data and information on the attendance experiences, attendance policies, and attendance procedures in selected public school systems in the United States for the school year 1978-79. The second volume (Part 2) reports data and information on *school support staff absenteeism* for 1978-79.

Educational Research Service has also published a comprehensive review of research on employee absenteeism in education, business, industry, and government service. Readers who wish a fuller treatment of research on staff absenteeism in these areas are urged to consult the ERS Research Brief titled *Employee Absenteeism: A Summary of Research* (173 pages).

### Scope of the Study

The purpose of the National Survey was to provide school administrators and others with accurate and reliable data on the extent and nature of staff absenteeism in the public schools plus information on the absenteeism policies and procedures used in local school systems. To our knowledge, this is the first nationwide survey ever conducted on employee absenteeism in the public schools. Information in the two volumes is generally presented by four *enrollment groupings* of school systems: (a) 25,000 or more pupils; (b) 10,000 to 24,999 pupils; (c) 2,500 to 9,999 pupils; and (d) 300 to

2,499 pupils. A "totals" category including data from school systems enrolling 300 or more pupils is also provided.

Similarly, two sets of absence data (average number of days absent per teacher and absence rates) are presented by pupil enrollment, but also by eight other classifications:

1. *By three grade spans* of school systems: (a) unified, (b) elementary, and (c) high school.
2. *By four geographic regions* in which school systems are located: (a) Northeast, (b) Southeast, (c) Middle, and (d) West.
3. *By three Standard Metropolitan Statistical Area (SMSA) categories* in which school systems are located: (a) 50,000 or more population, in central city; (b) outside central city, within SMSA; and (c) outside any SMSA.
4. *By four types of communities served* by school systems: (a) urban, (b) suburban, (c) small town, and (d) rural.
5. *By four groupings of the average salary paid teachers* in school systems: (a) \$17,000 or more, (b) \$15,000 to \$16,999, (c) \$13,000 to \$14,999, and (d) less than \$13,000.
6. *By two methods of absence reporting* in school systems: (a) telephone answering service and (b) contact specific person.
7. *By two categories of negotiating status* of school systems: (a) negotiate with teachers and (b) do not negotiate with teachers.



8. *By two categories of personal leave provisions* of school systems: (a) 3 days or less and (b) more than 3 days.

In addition to the summary tables, each volume contains examples of local school system analyses of employee attendance records or reports, descriptions of recent local studies on absenteeism or leave usage, and school system policies/procedures or provisions in negotiated contracts relating to staff absenteeism that were provided with the survey instrument. The samples included in this Report begin on page 41.

### Survey Design and Instrument

A survey instrument was designed with the assistance of the American Association of School Personnel Administrators and pretested among a group of AASPA members familiar with employee absence data collection. After modifications were made to the original questionnaire, two survey instruments, one relating to teacher absenteeism and one to school support staff absenteeism, were constructed. With the exception of two questions on substitute teacher salaries which appeared on the *Survey on Teacher Absenteeism* but which were necessarily omitted from the *Survey on Support Staff Absenteeism*, the two surveys included identical questions about absenteeism of each of the two employee groups under study. The two survey instruments were mailed in August 1979 to superintendents in 1,423 school systems with enrollments of 300 or more pupils.

A Guide Sheet that defined terms found on the survey form and provided instructions for reporting requested data was included at the end of each questionnaire.

"Teachers" were defined as all full-time tenured or nontenured classroom teachers, instructional specialists, guidance counselors, librarians, nurses, and homebound instructors.

Survey participants were asked *not* to include administrative personnel (such as the superintendent, assistant superintendents, other central-office administrators, principals, or assistant principals) or support staff (such as secretarial/clerical, maintenance/custodial, or cafeteria personnel) in this definition.

All of the systems enrolling 10,000 or more pupils were sent questionnaires and a random sample of school systems from the small (2,500 to 9,999 pupils) and very small (300 to 2,499 pupils) enrollment strata were included in the survey sample. The panel samples for the two smaller enrollment strata were constructed to meet a selection ratio of 1 in 10 for the small group and 1 in 20 for the very small group. Two follow-ups were mailed, in October and November 1979.

Of the 1,423 public school systems sampled, 470 (33.0 percent) returned usable replies to the survey on teacher absenteeism. Table A shows the numbers and percents of usable responses to the survey on teacher absenteeism and the composition of the respondent group by enrollment size. As shown in Table A, the response rates varied among the school systems in the four strata. Caution, therefore, should be used when making comparisons between and among the summary data reported for these strata.

Three hundred ninety-one school systems responded to both teacher and support staff absenteeism surveys. In 359 systems (91.8 percent), the same person completed both questionnaires.

It should be noted that a number of school systems reported that they had not been keeping absenteeism data of the type sought in the survey and, therefore, were unable to provide the data requested. Several indicated that they planned to begin keeping such data.

Shown in Table B is a profile of school systems responding to the ERS *Survey on Teacher Absenteeism*. The profile describes school



systems by enrollment group according to grade span covered, number of pupil days in session, type of community served, Standard Metropolitan Statistical Area (SMSA) category, geographic region, and teacher residence within the boundaries of the school system.

### Summary Analysis

Tables 1 through 41 give summary data on teacher absenteeism for the school systems responding to the survey.

Tables 1 through 9 show means, medians, first and third quartiles, and ranges of the average number of days absent per teacher for all paid absences, sick leave absences, personal leave absences, and other paid leave absences. The average number of days absent per teacher in each school system was calculated by dividing the total number of work days that teachers were absent in 1978-79 in each of these paid leave categories by the total number of teachers in the system. Participants were requested to include all absences between

one and 30 days except leave without pay or absences that occurred as a result of a strike. Table 1 provides these data by enrollment group; Table 2, by span of grades in the system; Table 3, by geographic region; Table 4, by SMSA category; Table 5, by type of community served; Table 6, by average salary paid teachers; Table 7, by method of absence reporting; Table 8, by negotiating status of school system; and Table 9, by personal leave provisions.

Tables 10 through 18 provide summary data on teacher absence rates for all paid absences, sick leave absences, and personal leave absences. Absence rates were defined as the total number of work days that teachers were absent in 1978-79 in each paid leave category, divided by the product of the number of teachers multiplied by the typical number of days in the teacher contract year, times 100. (Participants were asked to indicate the number of contract days actually worked in 1978-79. If all teachers did *not* work the same number of contract days in 1978-79, the *typical* number of contract days worked for the group as a whole was to be supplied.) Absence rates due to all paid leave

TABLE A.--Responses to the Survey on Teacher Absenteeism

ENROLLMENT GROUP	NUMBER IN PANEL QUERIED*	USABLE DATA SUBMITTED		
		NUMBER OF SYSTEMS	PERCENT RESPONDING	PERCENT OF TOTAL
LARGE				
25,000 OR MORE PUPILS .....	179	92	51.4%	19.6%
MEDIUM				
10,000 TO 24,999 PUPILS .....	530	185	34.9	39.4
SMALL				
2,500 TO 9,999 PUPILS .....	332	104	31.3	22.1
VERY SMALL				
300 TO 2,499 PUPILS .....	382	89	23.3	18.9
TOTAL .....	1,423	470	33.0	100.0

\*Includes *all* school systems in the *large* and *medium* enrollment groups; the number of systems shown in each group was revised to reflect Fall 1978 enrollment data as reported in survey responses.

TABLE B.--PROFILE OF REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
<b>A. GRADE SPAN</b>						
UNIFIED .....	97.8	92.9	91.3	85.2	92.1	
ELEMENTARY .....	1.1	2.7	3.8	8.0	3.6	
HIGH SCHOOL .....	1.1	4.3	4.8	6.8	4.3	
T O T A L .....	100.0	99.9	99.9	100.0	100.0	
NUMBER OF RESPONDENTS .....	91	184	104	88	467	
<b>B. NUMBER OF PUPIL DAYS IN SESSION</b>						
LESS THAN 175 DAYS .....	7.6	3.2	5.8	11.2	6.2	
175 TO 179 DAYS .....	40.2	43.8	42.7	41.6	42.4	
180 TO 184 DAYS .....	48.9	48.6	47.6	46.1	48.0	
185 TO 189 DAYS .....	3.3	1.6	1.9	...	1.7	
190 TO 194 DAYS .....	...	1.1	1.0	...	.6	
195 TO 199 DAYS .....	...	...	...	...	...	
200 OR MORE DAYS .....	...	1.6	1.0	1.1	1.1	
T O T A L .....	100.0	99.9	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	92	185	103	89	469	
MEAN .....	178	179	179	178	179	
MEDIAN .....	180	180	180	179	180	
RANGE - LOW .....	159	168	154	170	154	
HIGH .....	187	235	240	249	249	
<b>C. COMMUNITY SERVED</b>						
URBAN .....	69.0	32.0	13.1	1.3	29.2	
SUBURBAN .....	29.8	54.7	48.5	17.5	41.6	
SMALL TOWN .....	...	9.9	22.2	32.5	14.9	
RURAL .....	1.2	3.5	16.2	48.8	14.3	
T O T A L .....	100.0	100.1	100.0	100.1	100.0	
NUMBER OF RESPONDENTS .....	84	172	99	80	435	
<b>D. SMSA CATEGORY</b>						
50,000 OR MORE IN POPULATION, IN CENTRAL CITY, OUTSIDE CENTRAL CITY, BUT WITHIN SMSA .....	59.3	31.9	6.7	3.4	26.2	
OUTSIDE ANY SMSA .....	40.7	55.1	60.6	38.2	50.3	
OUTSIDE ANY SMSA .....	...	13.0	32.7	58.4	23.5	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	91	185	104	89	469	
<b>E. GEOGRAPHIC REGION*</b>						
NORTHEAST .....	12.0	14.6	27.9	22.5	18.5	
SOUTHEAST .....	30.4	19.5	13.5	6.7	17.9	
MIDDLE .....	21.7	29.7	40.4	48.3	34.0	
WEST .....	35.9	36.2	18.3	22.5	29.6	
T O T A L .....	100.0	100.0	100.1	100.0	100.0	
NUMBER OF RESPONDENTS .....	92	185	104	89	470	
<b>F. TEACHER RESIDENCE WITHIN BOUNDARIES OF SCHOOL SYSTEM</b>						
LESS THAN 25 PERCENT .....	...	3.7	12.5	20.7	8.6	
25 - 49 PERCENT .....	...	20.1	26.0	16.1	17.1	
50 - 74 PERCENT .....	32.4	30.5	29.2	31.0	30.6	
75 - 100 PERCENT .....	67.6	45.7	32.3	32.2	43.7	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	74	164	96	86	420	
MEAN .....	80	66	57	55	64	
MEDIAN .....	85	70	55	50	65	
RANGE - LOW .....	50	3	1	4	1	
HIGH .....	100	100	100	100	100	

\* STATES INCLUDED IN GEOGRAPHIC REGIONS ARE NORTHEAST: CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT; SOUTHEAST: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV; MIDDLE: IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI; WEST: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OK, OR, TX, UT, WA, WY.

are based on absences due to sick leave, personal leave, and other paid leave, although absence rates due to other paid leave are not reported separately. Tables 10 through 18 give data on absence rates according to the same classifications as described above for Tables 1 through 9, respectively.

Table 19 provides frequency of teacher absence in reporting school systems. These data represent the average of the percent of all teachers classified by five absence frequency categories: no days absent, 1-5 days absent, 6-10 days absent, 11-30 days absent, and more than 30 days absent. Table 19 and all subsequent tables are classified by enrollment group only, in contrast to Tables 1 through 18 in which data on two absence measures were each classified by nine different categories.

Table 20 gives the average of the percent of the reasons why teachers were absent from work. Reasons included were personal illness, family illness, maternity/paternity, death in the family, religious reasons, professional activities, personal reasons (such as personal business), and other reasons.

Table 21 presents means, medians, first and third quartiles, and ranges of the composition of paid leave taken by teachers in reporting school systems: sick leave as a percent of all paid leave, personal leave as a percent of all paid leave, and other paid leave as a percent of all paid leave.

Table 22 shows summary data on leave without pay taken by teachers in reporting school systems, including the percent of systems in which teachers took leave without pay, mean days of leave without pay taken by all teachers, mean days of leave without pay taken by teachers using leave without pay, and teachers taking leave without pay as a percent of all teachers. Table 23 provides teacher absence data due to job-related injuries or accidents. The same

information as contained in Table 22, but relating to absences due to job-related injuries or accidents, is reported in Table 23.

Table 24 gives summary data on the mean daily rate paid substitute teachers in reporting systems in 1978-79. Table 25 shows the cost of substitute teachers per pupil, per teacher, per pupil day, and as a percent of teacher salaries (excluding fringe benefits). The aggregate cost of substitute teachers was the total amount spent for substitute teacher salaries in responding systems in 1978-79.

Table 26 presents summary data on the cost of absent teachers' salaries per pupil, per teacher, per pupil day, and as a percent of total teacher salaries (excluding fringe benefits). Cost of teacher absences was calculated by multiplying the total number of paid teacher absences in the school system by the quotient of the average teacher salary divided by the typical number of days in the teacher contract year. It should be noted that, in nearly all cases, since teachers are paid regardless of whether they work or they are absent, care should be exercised to ensure that the data in Table 26 are *not* used to double count the *actual* cost of teacher absences incurred by responding school systems.

Table 27 provides summary data on total salary costs related to teacher absences and substitute teacher replacement per pupil, per teacher, per pupil day, and as a percent of total teacher and substitute teacher salaries (excluding fringe benefits). Total absence-related personnel costs were calculated by adding the absence cost components in Tables 25 (substitute teachers) and 26 (regular teachers). Cautions on use of the data in Table 26 also apply to the data in Table 27.

Table 28 gives data on teacher absenteeism as a management concern in responding school systems. Table 29 provides information on the primary method used by teachers for reporting



short-term absences (defined as 30 days or less). Table 30 details the percent of school systems in which a specific administrator is charged with managing teacher leave policies and the administrative positions charged with leave policy management. Table 31 reports data on the extent to which school systems regularly verify teacher absences due to sick leave and the methods of verification used.

Table 32 shows the reasons for teacher absence that were included in the sick leave, personal leave, and other paid leave policies of responding school systems. Reasons included were the same as those presented in Table 21, except for "other reasons." Table 33 provides data on local policies that limit sick leave accumulation. Table 34 presents data on local policies that provide for paying teachers for some number or percent of unused sick leave at retirement or resignation.

Table 35 shows personal leave provisions in responding school systems, including the number of days provided per year, whether specific reasons are required for using personal leave, and whether permission is needed before personal leave is taken. Table 36 details data on the dissemination of information on teacher absenteeism outside the department charged with administering teacher leave policies: the extent of this practice, methods of dissemination, and persons to whom this information is disseminated.

Table 37 describes programs for recognizing teachers with outstanding attendance records, including the extent of recognition programs in responding school systems, methods of recognition, and evaluation of recognition programs. Table 38 details procedures for penalizing teachers with poor attendance records;

this table has the same format as Table 37 but for disciplinary procedures rather than recognition programs. Table 39 gives data on collective bargaining contract provisions on teacher absenteeism: extent of negotiations and extent of contract provisions relating to teacher leave policies. Extent of grievances over the interpretation of leave usage in reporting school systems is shown in Table 40. Table 41 reports the extent of teacher strikes in responding school systems during the five-year period 1974-75 to 1978-79.

### Proper Use of Data

As stated previously, this is a pioneering survey with the purpose of providing school administrators and others with accurate and reliable data on employee absenteeism in the public schools. A national sample of school systems stratified by four enrollment groupings was systematically selected for this purpose. Except for the usual problems of possible nonresponse bias, the data within enrollment and other strata should be as accurate as sampling variations allow. Because of underreporting in some groupings, caution should be employed in the use of these data. No attempt has been made to weight the stratified data to estimate national statistics such as the national average teacher absence rate or the number of days absent per teacher.

Again, care should be exercised to ensure that the data in Tables 26 and 27 are *not* used to double count the *actual* cost of teacher absences incurred by responding school systems, since teachers are typically paid regardless of whether they work or they are absent for authorized purposes.

TABLE 1.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP				TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499	
1	2	3	4	5	6
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	69	155	92	85	401
MEAN .....	9.0	8.4	8.0	6.5	8.0
MEDIAN .....	8.7	8.3	7.9	6.1	8.1
1 ST QUARTILE .....	7.5	7.1	6.5	4.3	6.4
3 RD QUARTILE .....	9.9	9.7	9.5	8.3	9.7
RANGE - LOW .....	1.4	1.5	1.2	1.8	1.2
HIGH .....	16.8	17.1	15.9	13.1	17.1
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	68	152	93	85	398
MEAN .....	6.5	6.0	5.7	4.6	5.7
MEDIAN .....	6.4	5.8	5.7	4.2	5.7
1 ST QUARTILE .....	5.1	4.9	4.4	3.1	4.4
3 RD QUARTILE .....	7.7	7.0	6.9	6.5	7.0
RANGE - LOW .....	.5	.8	.9	.8	.5
HIGH .....	14.3	11.8	11.7	10.0	14.3
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	65	148	91	75	379
MEAN .....	.9	.9	.9	1.0	.9
MEDIAN .....	.8	.9	.9	.8	.9
1 ST QUARTILE .....	.4	.4	.5	.5	.5
3 RD QUARTILE .....	1.2	1.3	1.2	1.3	1.2
RANGE - LOW .....	*	*	*	*	*
HIGH .....	3.0	4.8	3.3	2.8	4.8
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	58	133	84	64	339
MEAN .....	1.6	1.5	1.4	1.2	1.5
MEDIAN .....	1.3	1.2	1.2	.9	1.2
1 ST QUARTILE .....	.7	.6	.6	.2	.5
3 RD QUARTILE .....	2.1	2.4	2.1	1.7	2.1
RANGE - LOW .....	*	*	*	*	*
HIGH .....	7.5	4.7	4.8	6.7	7.5

\* LESS THAN ONE-TENTH DAY



TABLE 2.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS,  
BY GRADE SPAN OF SCHOOL SYSTEM, 1978-79

SUMMARY DATA 1	GRADE SPAN			TOTAL-ALL REPORTING SYSTEMS 5
	UNIFIED 2	ELEMEN- TARY 3	HIGH SCHOOL 4	
ALL PAID ABSENCES				
NUMBER OF RESPONDENTS .....	366	15	18	401
MEAN .....	8.0	8.9	7.8	8.0
MEDIAN .....	8.1	9.1	7.6	8.1
1 ST QUARTILE .....	6.4	6.7	6.2	6.4
3 RD QUARTILE .....	9.7	11.2	8.8	9.7
RANGE - LOW .....	1.2	2.1	3.4	1.2
HIGH .....	17.1	13.1	12.0	17.1
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	362	15	19	398
MEAN .....	5.8	6.3	4.9	5.7
MEDIAN .....	5.7	5.9	4.6	5.7
1 ST QUARTILE .....	4.4	4.6	3.4	4.4
3 RD QUARTILE .....	7.0	8.5	5.6	7.0
RANGE - LOW .....	.5	2.0	.8	.5
HIGH .....	14.3	9.7	8.8	14.3
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	344	15	18	379
MEAN .....	.9	1.3	1.0	.9
MEDIAN .....	.8	1.1	.9	.9
1 ST QUARTILE .....	.4	.5	.7	.5
3 RD QUARTILE .....	1.2	1.9	1.2	1.2
RANGE - LOW .....	*	.1	*	*
HIGH .....	4.8	2.7	2.0	4.8
OTHER PAID LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	308	12	18	339
MEAN .....	1.4	1.5	2.1	1.5
MEDIAN .....	1.1	1.4	1.9	1.2
1 ST QUARTILE .....	.5	.4	.6	.5
3 RD QUARTILE .....	2.1	2.0	2.8	2.1
RANGE - LOW .....	*	.1	.3	*
HIGH .....	7.5	3.7	6.4	7.5

\* LESS THAN ONE-TENTH DAY

TABLE 3.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY GEOGRAPHIC REGION, 1978-79

SUMMARY DATA 1	GEOGRAPHIC REGION				TOTAL-ALL REPORTING SYSTEMS 6
	NORTHEAST 2	SOUTHEAST 3	MIDDLE 4	WEST 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	72	67	142	120	401
MEAN .....	9.4	8.2	7.4	7.7	8.0
MEDIAN .....	9.3	8.1	7.6	7.6	8.1
1 ST QUARTILE .....	7.7	7.1	5.7	6.2	6.4
3 RD QUARTILE .....	10.5	9.3	9.2	9.7	9.7
RANGE - LOW .....	2.5	2.3	1.2	1.5	1.2
HIGH .....	17.1	16.0	14.6	16.8	17.1
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	71	64	142	121	398
MEAN .....	6.8	6.2	5.3	5.4	5.7
MEDIAN .....	6.8	6.1	5.2	5.5	5.7
1 ST QUARTILE .....	5.5	5.2	4.1	3.9	4.4
3 RD QUARTILE .....	7.7	7.2	6.5	6.7	7.0
RANGE - LOW .....	1.5	1.7	.8	.5	.5
HIGH .....	12.7	14.3	10.3	9.7	14.3
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	70	63	136	110	379
MEAN .....	1.3	1.0	.8	.8	.9
MEDIAN .....	1.0	.9	.8	.7	.9
1 ST QUARTILE .....	.7	.6	.4	.3	.5
3 RD QUARTILE .....	1.6	1.4	1.1	1.1	1.2
RANGE - LOW .....	*	*	.1	*	*
HIGH .....	4.8	3.1	2.3	2.9	4.8
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	62	45	125	107	339
MEAN .....	1.5	1.1	1.4	1.7	1.5
MEDIAN .....	1.2	.9	1.1	1.4	1.2
1 ST QUARTILE .....	.6	.2	.5	.7	.5
3 RD QUARTILE .....	2.2	1.6	2.1	2.3	2.1
RANGE - LOW .....	*	*	*	*	*
HIGH .....	4.8	6.8	6.7	7.5	7.5

\* LESS THAN ONE-TENTH DAY

STATES INCLUDED IN GEOGRAPHIC REGIONS ARE NORTHEAST: CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT; SOUTHEAST: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV; MIDDLE: IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI; WEST: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OK, OR, TX, UT, WA, WY.



TABLE 4.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS,  
BY SMSA CATEGORY, 1978-79

SUMMARY DATA 1	SMSA CATEGORY**				TOTAL-ALL REPORTING SYSTEMS 5
	50,000 OR MORE, IN CENTRAL CITY 2	OUTSIDE CENTRAL CITY, WITHIN SMSA 3	OUTSIDE ANY SMSA 4		
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	101	197	102		400
MEAN .....	8.8	8.2	6.7		8.0
MEDIAN .....	8.6	8.3	6.8		8.1
1 ST QUARTILE .....	7.3	6.5	4.8		6.4
3 RD QUARTILE .....	9.9	9.7	8.4		9.7
RANGE - LOW .....	3.5	1.2	1.5		1.2
HIGH .....	16.8	17.1	12.5		17.1
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	99	197	101		397
MEAN .....	6.4	5.8	4.9		5.7
MEDIAN .....	6.2	5.7	4.6		5.7
1 ST QUARTILE .....	5.1	4.6	3.5		4.4
3 RD QUARTILE .....	7.5	6.8	6.7		7.0
RANGE - LOW .....	2.6	.5	.8		.5
HIGH .....	12.7	14.3	10.8		14.3
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	95	189	94		378
MEAN .....	.8	1.0	1.0		.9
MEDIAN .....	.7	.9	.9		.9
1 ST QUARTILE .....	.4	.4	.5		.5
3 RD QUARTILE .....	1.1	1.3	1.3		1.2
RANGE - LOW .....	*	*	.1		*
HIGH .....	3.1	4.8	2.8		4.8
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	90	172	76		338
MEAN .....	1.7	1.5	1.1		1.5
MEDIAN .....	1.3	1.2	.9		1.2
1 ST QUARTILE .....	.8	.6	.3		.6
3 RD QUARTILE .....	2.2	2.2	1.6		2.1
RANGE - LOW .....	*	*	*		*
HIGH .....	7.5	6.6	6.7		7.5

\* LESS THAN ONE-TENTH DAY

\*\* STANDARD METROPOLITAN STATISTICAL AREA ESTABLISHED BY U.S. BUREAU OF THE CENSUS

NOTE: TOTALS IN COLUMN 5 MAY DIFFER FROM THOSE IN TABLES 1, 2, AND 3 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "AVERAGE NUMBER OF DAYS ABSENT" DATA INCLUDED IN TABLES 1, 2, AND 3 DID NOT PROVIDE DATA ON "SMSA CATEGORY" USED IN ANALYSIS HERE.

TABLE 5.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY TYPE OF COMMUNITY SERVED, 1978-79

SUMMARY DATA 1	TYPE OF COMMUNITY SERVED				TOTAL-ALL REPORTING SYSTEMS 6
	URBAN 2	SUB- URBAN 3	SMALL TOWN 4	RURAL 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	102	152	61	55	370
MEAN .....	8.9	8.5	6.7	6.5	8.0
MEDIAN .....	8.6	8.5	6.6	6.6	8.1
1 ST QUARTILE .....	7.3	7.1	4.8	4.6	6.3
3 RD QUARTILE .....	10.1	9.7	8.3	8.0	9.7
RANGE - LOW .....	1.7	1.4	1.2	1.8	1.2
HIGH .....	16.0	17.1	12.5	12.3	17.1
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	100	150	62	55	367
MEAN .....	6.5	5.9	5.0	4.8	5.7
MEDIAN .....	6.3	5.7	4.6	4.8	5.7
1 ST QUARTILE .....	5.2	4.7	3.4	3.2	4.4
3 RD QUARTILE .....	7.5	6.9	6.9	6.2	7.0
RANGE - LOW .....	.5	.8	.8	.8	.5
HIGH .....	14.3	11.7	10.8	8.6	14.3
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	95	146	58	49	348
MEAN .....	.8	1.0	.9	1.0	.9
MEDIAN .....	.7	.9	.8	.9	.8
1 ST QUARTILE .....	.4	.5	.5	.6	.4
3 RD QUARTILE .....	1.1	1.3	1.3	1.2	1.2
RANGE - LOW .....	*	*	*	.1	*
HIGH .....	2.8	4.8	2.7	2.8	4.8
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	90	136	48	39	313
MEAN .....	1.7	1.6	1.1	1.1	1.5
MEDIAN .....	1.3	1.4	.8	.6	1.2
1 ST QUARTILE .....	.8	.7	.4	.1	.6
3 RD QUARTILE .....	2.2	2.3	1.7	1.3	2.1
RANGE - LOW .....	*	*	.1	*	*
HIGH .....	6.8	7.5	4.8	6.4	7.5

\* LESS THAN ONE-TENTH DAY

NOTE: TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLES 1, 2, AND 3 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "AVERAGE NUMBER OF DAYS ABSENT" DATA INCLUDED IN TABLES 1, 2, AND 3 DID NOT PROVIDE DATA ON "TYPE OF COMMUNITY SERVED" USED IN ANALYSIS HERE.



TABLE 6.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY AVERAGE SALARY PAID TEACHERS, 1978-79

SUMMARY DATA 1	AVERAGE SALARY PAID TEACHERS				TOTAL--ALL REPORTING SYSTEMS 6
	\$17,000 OR MORE 2	\$15,000 TO \$16,999 3	\$13,000 TO \$14,999 4	LESS THAN \$13,000 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	102	98	98	97	395
MEAN .....	9.2	7.8	8.0	6.8	8.0
MEDIAN .....	9.2	8.2	7.9	7.0	8.1
1 ST QUARTILE .....	7.4	6.1	6.6	4.7	6.4
3 RD QUARTILE .....	10.5	9.3	9.8	8.7	9.7
RANGE - LOW .....	1.7	1.4	1.2	1.5	1.2
HIGH .....	17.1	14.4	16.0	13.1	17.1
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	101	100	97	96	394
MEAN .....	6.5	5.6	5.8	5.0	5.7
MEDIAN .....	6.5	5.6	5.6	5.2	5.7
1 ST QUARTILE .....	5.0	4.4	4.3	3.5	4.4
3 RD QUARTILE .....	7.9	6.7	6.9	6.6	7.0
RANGE - LOW .....	.5	.8	.8	.8	.5
HIGH .....	12.7	10.0	14.3	9.4	14.3
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	97	96	92	90	375
MEAN .....	1.0	.9	.9	.9	.9
MEDIAN .....	.9	.9	.8	.8	.9
1 ST QUARTILE .....	.6	.5	.4	.4	.5
3 RD QUARTILE .....	1.3	1.2	1.3	1.2	1.2
RANGE - LOW .....	*	*	*	.1	*
HIGH .....	4.8	3.3	2.9	3.1	4.8
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	93	88	81	73	335
MEAN .....	1.8	1.4	1.4	1.2	1.5
MEDIAN .....	1.6	1.3	1.0	.8	1.2
1 ST QUARTILE .....	.8	.6	.4	.3	.5
3 RD QUARTILE .....	2.4	2.1	2.0	1.5	2.1
RANGE - LOW .....	.1	*	*	*	*
HIGH .....	7.5	4.2	6.7	6.8	7.5

\* LESS THAN ONE-TENTH DAY

NOTE: TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLES 1, 2, AND 3 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "AVERAGE NUMBER OF DAYS ABSENT" DATA INCLUDED IN TABLES 1, 2, AND 3 DID NOT PROVIDE DATA ON "AVERAGE SALARY PAID TEACHERS" USED IN ANALYSIS HERE.

TABLE 7.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY METHOD OF ABSENCE REPORTING, 1978-79

SUMMARY DATA 1	METHOD OF ABSENCE REPORTING		
	TELEPHONE ANSWERING SERVICE 2	CONTACT SPECIFIC PERSON 3	TOTAL-ALL REPORTING SYSTEMS 4
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS .....	59	274	333
MEAN .....	9.1	7.6	7.9
MEDIAN .....	9.1	7.7	8.0
1 ST QUARTILE .....	8.0	5.8	6.2
3 RD QUARTILE .....	10.4	9.4	9.6
RANGE - LOW .....	5.4	1.2	1.2
HIGH .....	15.9	17.1	17.1

SICK LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	60	271	331
MEAN .....	6.6	5.5	5.7
MEDIAN .....	6.5	5.5	5.6
1 ST QUARTILE .....	5.5	4.1	4.3
3 RD QUARTILE .....	7.4	6.8	7.0
RANGE - LOW .....	2.7	.5	.5
HIGH .....	11.7	14.3	14.3

PERSONAL LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	58	257	315
MEAN .....	1.0	.9	1.0
MEDIAN .....	.8	.9	.9
1 ST QUARTILE .....	.5	.5	.5
3 RD QUARTILE .....	1.2	1.2	1.2
RANGE - LOW .....	*	*	*
HIGH .....	3.1	4.8	4.8

OTHER PAID LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	57	221	278
MEAN .....	1.6	1.4	1.4
MEDIAN .....	1.3	1.1	1.1
1 ST QUARTILE .....	.8	.4	.5
3 RD QUARTILE .....	2.2	2.0	2.1
RANGE - LOW .....	.1	*	*
HIGH .....	4.8	6.8	6.8

\* LESS THAN ONE-TENTH DAY

NOTE: TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLES 1, 2, AND 3 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "AVERAGE NUMBER OF DAYS ABSENT" DATA INCLUDED IN TABLES 1, 2, AND 3 DID NOT PROVIDE DATA ON "METHOD OF ABSENCE REPORTING" USED IN ANALYSIS HERE.



TABLE 8.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY NEGOTIATING STATUS OF SCHOOL SYSTEM, 1978-79

SUMMARY DATA 1	NEGOTIATING STATUS OF SCHOOL SYSTEM		
	NEGOTIATES WITH TEACHERS 2	DOES NOT NEGOTIATE WITH TEACHERS 3	TOTAL-ALL REPORTING SYSTEMS 4
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS .....	298	95	393
MEAN .....	8.2	7.2	8.0
MEDIAN .....	8.3	7.3	8.1
1 ST QUARTILE .....	6.7	5.4	6.4
3 RD QUARTILE .....	9.7	8.8	9.7
RANGE - LOW .....	1.2	1.5	1.2
HIGH .....	17.1	16.0	17.1
SICK LEAVE ABSENCES			
NUMBER OF RESPONDENTS .....	297	93	390
MEAN .....	5.8	5.5	5.7
MEDIAN .....	5.8	5.3	5.7
1 ST QUARTILE .....	4.5	4.0	4.4
3 RD QUARTILE .....	7.1	6.7	7.0
RANGE - LOW .....	.5	.8	.5
HIGH .....	12.7	14.3	14.3
PERSONAL LEAVE ABSENCES			
NUMBER OF RESPONDENTS .....	284	87	371
MEAN .....	.9	.9	.9
MEDIAN .....	.9	.7	.8
1 ST QUARTILE .....	.5	.3	.4
3 RD QUARTILE .....	1.2	1.2	1.2
RANGE - LOW .....	*	*	*
HIGH .....	4.8	3.1	4.8
OTHER PAID LEAVE ABSENCES			
NUMBER OF RESPONDENTS .....	267	66	333
MEAN .....	1.6	1.0	1.5
MEDIAN .....	1.3	.9	1.2
1 ST QUARTILE .....	.6	.2	.5
3 RD QUARTILE .....	2.2	1.5	2.1
RANGE - LOW .....	*	*	*
HIGH .....	7.5	6.6	7.5

\* LESS THAN ONE-TENTH DAY

NOTE: TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLES 1, 2, AND 3 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "AVERAGE NUMBER OF DAYS ABSENT" DATA INCLUDED IN TABLES 1, 2, AND 3 DID NOT PROVIDE DATA ON "NEGOTIATING STATUS" USED IN ANALYSIS HERE.

TABLE 9.--AVERAGE NUMBER OF DAYS ABSENT PER TEACHER IN REPORTING SCHOOL SYSTEMS, BY PERSONAL LEAVE PROVISIONS, 1978-79

SUMMARY DATA 1	PERSONAL LEAVE PROVISIONS		
	3 DAYS OR LESS 2	MORE THAN 3 DAYS 3	TOTAL-ALL REPORTING SYSTEMS 4
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS .....	306	67	373
MEAN .....	7.9	8.8	8.0
MEDIAN .....	8.1	8.5	8.1
1 ST QUARTILE .....	6.2	7.2	6.4
3 RD QUARTILE .....	9.5	10.4	9.7
RANGE - LOW .....	1.4	1.2	1.2
HIGH .....	16.0	17.1	17.1

SICK LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	304	67	371
MEAN .....	5.7	5.8	5.8
MEDIAN .....	5.7	5.9	5.7
1 ST QUARTILE .....	4.4	4.4	4.4
3 RD QUARTILE .....	7.1	6.8	7.1
RANGE - LOW .....	.5	.8	.5
HIGH .....	14.3	11.7	14.3

PERSONAL LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	287	65	352
MEAN .....	.9	1.2	1.0
MEDIAN .....	.8	1.0	.9
1 ST QUARTILE .....	.4	.6	.5
3 RD QUARTILE .....	1.2	1.7	1.3
RANGE - LOW .....	*	*	*
HIGH .....	3.0	4.8	4.8

OTHER PAID LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	262	55	317
MEAN .....	1.3	1.9	1.4
MEDIAN .....	1.1	1.7	1.1
1 ST QUARTILE .....	.5	.7	.5
3 RD QUARTILE .....	1.9	2.7	2.1
RANGE - LOW .....	*	*	*
HIGH .....	6.8	7.5	7.5

\* LESS THAN ONE-TENTH DAY

NOTE: TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLES 1, 2, AND 3 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "AVERAGE NUMBER OF DAYS ABSENT" DATA INCLUDED IN TABLES 1, 2, AND 3 DID NOT PROVIDE DATA ON "PERSONAL LEAVE PROVISIONS" USED IN ANALYSIS HERE.



TABLE 10.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
ALL PAID ABSENCES						
NUMBER OF RESPONDENTS .....	69	154	92	85	400	
MEAN .....	4.7%	4.5%	4.3%	3.5%	4.3%	
MEDIAN .....	4.6	4.5	4.2	3.3	4.3	
1 ST QUARTILE .....	4.0	3.8	3.4	2.4	3.4	
3 RD QUARTILE .....	5.2	5.2	5.1	4.5	5.2	
RANGE - LOW .....	.7	.8	.6	.9	.6	
HIGH .....	9.3	9.2	8.7	6.8	9.3	
SICK LEAVE ABSENCES						
NUMBER OF RESPONDENTS .....	68	151	93	85	397	
MEAN .....	3.4%	3.2%	3.1%	2.5%	3.1%	
MEDIAN .....	3.2	3.1	3.0	2.3	3.0	
1 ST QUARTILE .....	2.7	2.5	2.3	1.7	2.3	
3 RD QUARTILE .....	4.0	3.8	3.7	3.4	3.8	
RANGE - LOW .....	.3	.4	.5	.4	.3	
HIGH .....	7.1	6.5	6.4	5.4	7.1	
PERSONAL LEAVE ABSENCES						
NUMBER OF RESPONDENTS .....	65	147	91	75	378	
MEAN .....	.5%	.5%	.5%	.5%	.5%	
MEDIAN .....	.4	.4	.4	.4	.4	
1 ST QUARTILE .....	.2	.2	.2	.2	.2	
3 RD QUARTILE .....	.6	.6	.6	.7	.7	
RANGE - LOW .....	*	*	*	*	*	
HIGH .....	1.5	2.6	1.8	1.5	2.6	

\* LESS THAN ONE-TENTH OF ONE PERCENT

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.

TABLE 11.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY GRADE SPAN OF SCHOOL SYSTEM, 1978-79

SUMMARY DATA 1	GRADE SPAN			TOTAL-ALL REPORTING SYSTEMS 5
	UNIFIED 2	ELEMEN- TARY 3	HIGH SCHOOL 4	
ALL PAID ABSENCES				
NUMBER OF RESPONDENTS .....	365	15	18	400
MEAN .....	4.3%	4.8%	4.2%	4.3%
MEDIAN .....	4.3	4.7	4.0	4.3
1 ST QUARTILE .....	3.4	3.7	3.5	3.4
3 RD QUARTILE .....	5.2	5.9	4.7	5.2
RANGE - LOW .....	.6	1.2	1.8	.6
HIGH .....	9.3	7.2	6.7	9.3
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	361	15	19	397
MEAN .....	3.1%	3.4%	2.6%	3.1%
MEDIAN .....	3.1	3.0	2.5	3.0
1 ST QUARTILE .....	2.3	2.5	1.7	2.3
3 RD QUARTILE .....	3.8	4.3	3.1	3.8
RANGE - LOW .....	.3	1.1	.4	.3
HIGH .....	7.1	5.3	4.9	7.1
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	343	15	18	378
MEAN .....	.5%	.7%	.5%	.5%
MEDIAN .....	.4	.6	.5	.4
1 ST QUARTILE .....	.2	.2	.3	.2
3 RD QUARTILE .....	.6	.9	.7	.7
RANGE - LOW .....	*	*	*	*
HIGH .....	2.6	1.5	1.1	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.

TABLE 12.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY GEOGRAPHIC REGION, 1978-79

SUMMARY DATA 1	GEOGRAPHIC REGION				TOTAL-ALL REPORTING SYSTEMS 6
	NORTHEAST 2	SOUTHEAST 3	MIDDLE 4	WEST 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	71	67	142	120	400
MEAN .....	5.1%	4.3%	4.0%	4.2%	4.3%
MEDIAN .....	5.1	4.3	4.0	4.1	4.3
1 ST QUARTILE .....	4.2	3.6	3.0	3.3	3.4
3 RD QUARTILE .....	5.8	5.0	4.9	5.2	5.2
RANGE - LOW .....	1.3	1.3	.6	.8	.6
HIGH .....	9.2	8.0	8.1	9.3	9.3
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	70	64	142	121	397
MEAN .....	3.7%	3.2%	2.8%	2.9%	3.1%
MEDIAN .....	3.7	3.1	2.8	2.9	3.0
1 ST QUARTILE .....	2.9	2.6	2.2	2.1	2.3
3 RD QUARTILE .....	4.2	3.8	3.5	3.7	3.8
RANGE - LOW .....	.8	.9	.4	.3	.3
HIGH .....	6.7	7.1	5.6	5.3	7.1
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	69	63	136	110	378
MEAN .....	.7%	.5%	.4%	.4%	.5%
MEDIAN .....	.5	.5	.4	.3	.4
1 ST QUARTILE .....	.4	.3	.2	.2	.2
3 RD QUARTILE .....	.8	.7	.6	.6	.7
RANGE - LOW .....	*	*	*	*	*
HIGH .....	2.6	1.5	1.3	1.5	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

STATES INCLUDED IN GEOGRAPHIC REGIONS ARE NORTHEAST: CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT; SOUTHEAST: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV; MIDDLE: IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI; WEST: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OK, OR, TX, UT, WA, WY.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.



TABLE 13.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY SMSA CATEGORY, 1978-79

SUMMARY DATA 1	SMSA CATEGORY **			
	50,000 OR MORE, IN CENTRAL CITY 2	OUTSIDE CENTRAL CITY, WITHIN SMSA 3	OUTSIDE ANY SMSA 4	TOTAL-ALL REPORTING SYSTEMS 5 ***
ALL PAID ABSENCES				
NUMBER OF RESPONDENTS .....	101	197	101	399
MEAN .....	4.7%	4.4%	3.6%	4.3%
MEDIAN .....	4.5	4.4	3.6	4.3
1 ST QUARTILE .....	3.9	3.5	2.6	3.4
3 RD QUARTILE .....	5.3	5.3	4.6	5.2
RANGE - LOW .....	1.7	.6	.8	.6
HIGH .....	9.3	9.2	6.7	9.3
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	99	197	100	396
MEAN .....	3.4%	3.1%	2.6%	3.1%
MEDIAN .....	3.3	3.1	2.4	3.0
1 ST QUARTILE .....	2.7	2.5	1.8	2.3
3 RD QUARTILE .....	3.9	3.7	3.6	3.8
RANGE - LOW .....	1.3	.3	.4	.3
HIGH .....	6.7	7.1	5.4	7.1
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS .....	95	189	93	377
MEAN .....	.4%	.5%	.5%	.5%
MEDIAN .....	.4	.5	.5	.4
1 ST QUARTILE .....	.2	.2	.3	.2
3 RD QUARTILE .....	.6	.7	.7	.7
RANGE - LOW .....	*	*	*	*
HIGH .....	1.5	2.6	1.5	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

\*\* STANDARD METROPOLITAN STATISTICAL AREA ESTABLISHED BY U.S. BUREAU OF THE CENSUS

\*\*\* TOTALS IN COLUMN 5 MAY DIFFER FROM THOSE IN TABLES 10, 11, AND 12 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "TEACHER ABSENCE RATES" DATA INCLUDED IN TABLES 10, 11, AND 12 DID NOT PROVIDE DATA ON "SMSA CATEGORY" USED IN ANALYSIS HERE.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.

TABLE 14.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY TYPE OF COMMUNITY SERVED, 1978-79

SUMMARY DATA 1	TYPE OF COMMUNITY SERVED				TOTAL-ALL REPORTING SYSTEMS 6**
	URBAN 2	SUB- URBAN 3	SMALL TOWN 4	RURAL 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	102	152	61	55	370
MEAN .....	4.7%	4.6%	3.6%	3.5%	4.3%
MEDIAN .....	4.6	4.5	3.5	3.5	4.3
1 ST QUARTILE .....	3.9	3.7	2.6	2.4	3.4
3 RD QUARTILE .....	5.4	5.3	4.6	4.3	5.2
RANGE - LOW .....	.9	.7	.6	.9	.6
HIGH .....	8.1	9.3	6.7	6.8	9.3
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	100	150	62	55	367
MEAN .....	3.4%	3.2%	2.6%	2.6%	3.1%
MEDIAN .....	3.4	3.1	2.5	2.4	3.0
1 ST QUARTILE .....	2.7	2.5	1.8	1.7	2.3
3 RD QUARTILE .....	4.0	3.7	3.7	3.4	3.8
RANGE - LOW .....	.3	.4	.4	.4	.3
HIGH .....	7.1	6.4	5.4	4.8	7.1
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	95	146	58	49	348
MEAN .....	.4%	.5%	.5%	.5%	.5%
MEDIAN .....	.3	.5	.4	.5	.4
1 ST QUARTILE .....	.2	.2	.2	.3	.2
3 RD QUARTILE .....	.6	.7	.7	.6	.6
RANGE - LOW .....	*	*	*	*	*
HIGH .....	1.5	2.6	1.5	1.5	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

\*\* TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLES 10, 11, AND 12 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "TEACHER ABSENCE RATES" DATA INCLUDED IN TABLES 10, 11, AND 12 DID NOT PROVIDE DATA ON "TYPE OF COMMUNITY SERVED" USED IN ANALYSIS HERE.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.

TABLE 15.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY AVERAGE SALARY PAID TEACHERS, 1978-79

SUMMARY DATA 1	AVERAGE SALARY PAID TEACHERS				TOTAL-ALL REPORTING SYSTEMS 6**
	\$17,000 OR MORE 2	\$15,000 TO \$16,999 3	\$13,000 TO \$14,999 4	LESS THAN \$13,000 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS .....	102	98	97	97	394
MEAN .....	5.0%	4.2%	4.3%	3.6%	4.3%
MEDIAN .....	4.9	4.4	4.2	3.7	4.3
1 ST QUARTILE .....	4.0	3.3	3.6	2.5	3.4
3 RD QUARTILE .....	5.8	5.0	5.2	4.6	5.2
RANGE - LOW .....	.9	.7	.6	.8	.6
HIGH .....	9.3	7.5	8.0	6.8	9.3
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	101	100	96	96	393
MEAN .....	3.5%	3.0%	3.1%	2.7%	3.1%
MEDIAN .....	3.5	3.0	3.0	2.6	3.0
1 ST QUARTILE .....	2.7	2.4	2.3	1.8	2.3
3 RD QUARTILE .....	4.2	3.6	3.8	3.5	3.8
RANGE - LOW .....	.3	.4	.4	.4	.3
HIGH .....	6.7	5.3	7.1	5.0	7.1
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS .....	97	96	91	90	374
MEAN .....	.5%	.5%	.5%	.5%	.5%
MEDIAN .....	.5	.4	.4	.4	.4
1 ST QUARTILE .....	.3	.2	.2	.2	.2
3 RD QUARTILE .....	.7	.6	.7	.6	.7
RANGE - LOW .....	*	*	*	*	*
HIGH .....	2.6	1.8	1.5	1.5	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

\*\* TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLES 10, 11, AND 12 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "TEACHER ABSENCE RATES" DATA INCLUDED IN TABLES 10, 11, AND 12 DID NOT PROVIDE DATA ON "AVERAGE SALARY PAID TEACHERS" USED IN ANALYSIS HERE.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.



TABLE 16.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY METHOD OF ABSENCE REPORTING, 1978-79

SUMMARY DATA 1	METHOD OF ABSENCE REPORTING		
	TELEPHONE ANSWERING SERVICE 2	CONTACT SPECIFIC PERSON 3	TOTAL-ALL REPORTING SYSTEMS 4**
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS .....	59	273	332
MEAN .....	4.9%	4.1%	4.2%
MEDIAN .....	4.9	4.0	4.3
1 ST QUARTILE .....	4.3	3.1	3.3
3 RD QUARTILE .....	5.6	5.0	5.2
RANGE - LOW .....	2.7	.6	.6
HIGH .....	8.7	9.2	9.2

SICK LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	60	270	330
MEAN .....	3.5%	2.9%	3.0%
MEDIAN .....	3.5	2.9	3.0
1 ST QUARTILE .....	2.9	2.2	2.2
3 RD QUARTILE .....	4.0	3.8	3.8
RANGE - LOW .....	1.5	.3	.3
HIGH .....	6.4	7.1	7.1

PERSONAL LEAVE ABSENCES

NUMBER OF RESPONDENTS .....	58	256	314
MEAN .....	.5%	.5%	.5%
MEDIAN .....	.4	.5	.5
1 ST QUARTILE .....	.2	.2	.2
3 RD QUARTILE .....	.6	.6	.6
RANGE - LOW .....	*	*	*
HIGH .....	1.4	2.6	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

\*\* TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLES 10, 11, AND 12 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "TEACHER ABSENCE RATES" DATA INCLUDED IN TABLES 10, 11, AND 12 DID NOT PROVIDE DATA ON "METHOD OF ABSENCE REPORTING" USED IN ANALYSIS HERE.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.

TABLE 17.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY NEGOTIATING STATUS OF SCHOOL SYSTEM, 1978-79

SUMMARY DATA 1	NEGOTIATING STATUS OF SCHOOL SYSTEM			TOTAL-ALL REPORTING SYSTEMS 4**
	NEGOTIATES WITH TEACHERS 2	DOES NOT NEGOTIATE WITH TEACHERS 3		
<b>ALL PAID ABSENCES</b>				
NUMBER OF RESPONDENTS .....	297	95		392
MEAN .....	4.4%	3.8%		4.3%
MEDIAN .....	4.5	3.9		4.3
1 ST QUARTILE .....	3.6	2.8		3.4
3 RD QUARTILE .....	5.3	4.7		5.2
RANGE - LOW .....	.6	.8		.6
HIGH .....	9.3	8.0		9.3
<b>SICK LEAVE ABSENCES</b>				
NUMBER OF RESPONDENTS .....	296	93		389
MEAN .....	3.1%	2.9%		3.1%
MEDIAN .....	3.1	2.8		3.0
1 ST QUARTILE .....	2.4	2.1		2.3
3 RD QUARTILE .....	3.8	3.6		3.8
RANGE - LOW .....	.3	.4		.3
HIGH .....	6.7	7.1		7.1
<b>PERSONAL LEAVE ABSENCES</b>				
NUMBER OF RESPONDENTS .....	283	87		370
MEAN .....	.5%	.4%		.5%
MEDIAN .....	.5	.3		.4
1 ST QUARTILE .....	.3	.2		.2
3 RD QUARTILE .....	.6	.6		.6
RANGE - LOW .....	*	*		*
HIGH .....	2.6	1.5		2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

\*\* TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLES 10, 11, AND 12 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "TEACHER ABSENCE RATES" DATA INCLUDED IN TABLES 10, 11, AND 12 DID NOT PROVIDE DATA ON "NEGOTIATING STATUS" USED IN ANALYSIS HERE.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.

TABLE 18.--TEACHER ABSENCE RATES IN REPORTING SCHOOL SYSTEMS, BY PERSONAL LEAVE PROVISIONS, 1978-79

SUMMARY DATA 1	PERSONAL LEAVE PROVISIONS		
	3 DAYS OR LESS 2	MORE THAN 3 DAYS 3	TOTAL-ALL REPORTING SYSTEMS 4**
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS .....	306	66	372
MEAN .....	4.2%	4.7%	4.3%
MEDIAN .....	4.3	4.7	4.4
1 ST QUARTILE .....	3.3	3.8	3.4
3 RD QUARTILE .....	5.1	5.7	5.2
RANGE - LOW .....	.7	.6	.6
HIGH .....	8.1	9.3	9.3

SICK LEAVE ABSENCES			
NUMBER OF RESPONDENTS .....	304	66	370
MEAN .....	3.1%	3.1%	3.1%
MEDIAN .....	3.0	3.1	3.1
1 ST QUARTILE .....	2.3	2.3	2.3
3 RD QUARTILE .....	3.8	3.7	3.8
RANGE - LOW .....	.3	.4	.3
HIGH .....	7.1	6.4	7.1

PERSONAL LEAVE ABSENCES			
NUMBER OF RESPONDENTS .....	287	64	351
MEAN .....	.5%	.6%	.5%
MEDIAN .....	.4	.5	.5
1 ST QUARTILE .....	.2	.3	.2
3 RD QUARTILE .....	.6	.9	.7
RANGE - LOW .....	*	*	*
HIGH .....	1.5	2.6	2.6

\* LESS THAN ONE-TENTH OF ONE PERCENT

\*\* TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLES 10, 11, AND 12 BECAUSE SOME SCHOOL SYSTEMS PROVIDING "TEACHER ABSENCE RATES" DATA INCLUDED IN TABLES 10, 11, AND 12 DID NOT PROVIDE DATA ON "PERSONAL LEAVE PROVISIONS" USED IN ANALYSIS HERE.

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF TEACHERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE TEACHER CONTRACT YEAR, TIMES 100. THE RELATIONSHIP OF "ABSENCE RATE" TO "AVERAGE NUMBER OF DAYS ABSENT" FOR A PARTICULAR SCHOOL SYSTEM IS AS FOLLOWS: IF TWO SCHOOL SYSTEMS BOTH HAVE AN "AVERAGE NUMBER OF DAYS ABSENT" FIGURE OF 8.0 DAYS BUT DIFFERENT LENGTH TEACHER CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.4% AND 4.0% RESPECTIVELY.



TABLE 19.--FREQUENCY OF TEACHER ABSENCE IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
NO DAYS ABSENT .....	9.0%	14.2%	11.3%	16.0%	13.4%	
1-5 DAYS ABSENT .....	38.5	41.1	46.2	46.8	44.1	
6-10 DAYS ABSENT .....	31.9	30.0	26.9	24.0	27.5	
11-30 DAYS ABSENT .....	17.8	13.7	13.7	10.4	13.0	
MORE THAN 30 DAYS ABSENT .....	2.9	2.9	1.9	1.5	2.2	
NUMBER RESPONDING .....	18	76	71	69	234	

DATA REPRESENT THE AVERAGE OF THE PERCENT OF ALL TEACHERS IN REPORTING SCHOOL SYSTEMS, CLASSIFIED BY FIVE ABSENCE FREQUENCY CATEGORIES. SINCE THESE DATA ARE AVERAGES OF PERCENTS, THEY MAY NOT ADD TO 100.0 PERCENT.

TABLE 20.--REASONS WHY TEACHERS WERE ABSENT IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
PERSONAL ILLNESS .....	65.5%	63.4%	63.1%	63.4%	63.7%	
FAMILY ILLNESS .....	6.3	8.0	7.0	10.2	8.0	
MATERNITY/PATERNITY .....	3.0	3.4	4.0	4.8	3.8	
DEATH IN THE FAMILY .....	2.2	2.4	2.8	2.5	2.5	
RELIGIOUS REASONS .....	0.6	0.4	0.5	0.4	0.5	
PROFESSIONAL ACTIVITIES .....	7.6	8.5	9.6	7.5	8.4	
PERSONAL REASONS (SUCH AS PERSONAL BUSINESS) .....	9.4	8.9	10.0	9.0	9.3	
OTHER REASONS .....	5.4	3.9	2.6	2.2	3.5	
NUMBER RESPONDING .....	63	144	92	83	382	

DATA REPRESENT THE AVERAGE OF THE PERCENT OF REASONS WHY TEACHERS WERE ABSENT FROM WORK IN REPORTING SCHOOL SYSTEMS, CLASSIFIED BY EIGHT TYPES OF REASONS FOR ABSENCE. THESE ARE NOT LEAVE CATEGORIES. SINCE THESE DATA ARE AVERAGES OF PERCENTS, THEY MAY NOT ADD TO 100.0 PERCENT.

TABLE 21.--COMPOSITION OF PAID LEAVE TAKEN BY TEACHERS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE 1	10,000 TO 24,999 2	2,500 TO 9,999 3	300 TO 2,499 4	5	
SICK LEAVE AS A PERCENT OF ALL PAID LEAVE						
NUMBER OF RESPONDENTS .....	64	149	92	85	390	
MEAN .....	73.0	72.1	71.8	74.2	72.6	
MEDIAN .....	75.6	72.3	72.8	74.0	73.4	
1 ST QUARTILE .....	63.8	62.9	63.9	64.2	63.8	
3 RD QUARTILE .....	81.7	81.2	80.2	87.0	81.9	
RANGE - LOW .....	32.0	38.4	28.0	18.1	18.1	
HIGH .....	97.6	97.4	93.5	100.0	100.0	
PERSONAL LEAVE AS A PERCENT OF ALL PAID LEAVE						
NUMBER OF RESPONDENTS .....	62	148	91	75	376	
MEAN .....	11.2	11.9	12.5	15.2	12.6	
MEDIAN .....	10.0	10.5	11.4	13.5	11.3	
1 ST QUARTILE .....	5.0	5.9	7.2	8.9	6.8	
3 RD QUARTILE .....	14.0	15.1	16.1	18.4	16.3	
RANGE - LOW .....	.3	.7	.4	1.4	.3	
HIGH .....	40.0	43.7	39.9	61.2	61.2	
OTHER PAID LEAVE AS A PERCENT OF ALL PAID LEAVE						
NUMBER OF RESPONDENTS .....	58	132	84	64	338	
MEAN .....	17.7	18.1	17.2	16.4	17.5	
MEDIAN .....	15.7	16.1	16.1	12.5	15.6	
1 ST QUARTILE .....	9.2	8.6	9.3	4.8	8.2	
3 RD QUARTILE .....	22.0	26.2	22.5	24.1	25.3	
RANGE - LOW .....	.6	.8	.9	1.6	.6	
HIGH .....	53.9	57.6	40.7	62.2	62.2	

TABLE 22.--LEAVE WITHOUT PAY TAKEN BY TEACHERS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
<b>A. PERCENT OF SCHOOL SYSTEMS IN WHICH TEACHERS TOOK LEAVE WITHOUT PAY</b>						
LEAVE WITHOUT PAY TAKEN . NO LEAVE WITHOUT PAY TAKEN .....	98.8 1.2	95.3 4.7	95.0 5.0	67.0 33.0		90.3 9.7
T O T A L .....	100.0	100.0	100.0	100.0		100.0
NUMBER OF RESPONDENTS .....	84	171	100	88		443
<b>B. MEAN DAYS OF LEAVE WITHOUT PAY TAKEN BY ALL TEACHERS</b>						
NUMBER OF RESPONDENTS .....	45	117	85	54		301
MEAN .....	1.8	1.2	1.2	1.2		1.3
MEDIAN .....	.4	.2	.3	.2		.3
1 ST QUARTILE .....	.1	*	.1	.1		.1
3 RD QUARTILE .....	1.7	.5	1.4	1.8		1.2
RANGE - LOW .....	*	*	*	*		*
HIGH .....	12.6	14.1	14.0	22.5		22.5
<b>C. MEAN DAYS OF LEAVE WITHOUT PAY TAKEN PER TEACHER USING LEAVE WITHOUT PAY</b>						
NUMBER OF RESPONDENTS .....	34	106	81	53		274
MEAN .....	69.4	53.8	49.6	39.2		51.7
MEDIAN .....	9.2	6.6	6.5	4.7		6.2
1 ST QUARTILE .....	3.1	3.3	2.7	2.3		2.7
3 RD QUARTILE .....	153.6	115.0	90.7	52.0		93.5
RANGE - LOW .....	.8	1.1	1.0	.5		.5
HIGH .....	200.0	200.0	200.0	183.0		200.0
<b>D. TEACHERS TAKING LEAVE WITH- OUT PAY AS A PERCENT OF ALL TEACHERS</b>						
NUMBER OF RESPONDENTS .....	36	110	74	51		271
MEAN .....	3.3	2.8	3.6	3.6		3.2
MEDIAN .....	2.7	2.1	2.9	2.9		2.6
1 ST QUARTILE .....	1.2	1.1	1.8	1.7		1.4
3 RD QUARTILE .....	4.3	4.1	5.3	5.0		4.6
RANGE - LOW .....	.3	.1	.2	.7		.1
HIGH .....	9.7	9.6	9.7	9.5		9.7

\* LESS THAN ONE-TENTH OF ONE PERCENT

NOTE: NOT ALL SCHOOL SYSTEMS THAT PROVIDED DATA FOR PART A OF TABLE 22 PROVIDED DATA ON THE NUMBER OF TEACHERS OR THE NUMBER OF DAYS NEEDED TO COMPUTE PARTS B, C, AND D OF TABLE 22.



TABLE 23.--TEACHER ABSENCE DUE TO JOB-RELATED INJURIES OR ACCIDENTS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
<b>A. PERCENT OF SCHOOL SYSTEMS IN WHICH TEACHERS TOOK ABSENCES DUE TO JOB-RELATED INJURIES OR ACCIDENTS</b>						
JOB-RELATED INJURIES/ ACCIDENTS .....	97.5	75.8	54.6	17.4	63.3	
NO JOB-RELATED INJURIES/ ACCIDENTS .....	2.5	24.2	45.4	82.6	36.7	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	80	165	97	86	428	
<b>B. MEAN DAYS ABSENT DUE TO A JOB RELATED INJURY OR ACCIDENT TAKEN BY ALL TEACHERS</b>						
NUMBER OF RESPONDENTS .....	44	92	44	11	191	
MEAN .....	.1	.1	.1	.1	.1	
MEDIAN .....	*	*	*	*	*	
1 ST QUARTILE .....	*	*	*	*	*	
3 RD QUARTILE .....	.1	.1	.1	.1	.1	
RANGE - LOW .....	*	*	*	*	*	
HIGH .....	.5	.8	.6	.2	.8	
<b>C. MEAN DAYS ABSENT TAKEN PER TEACHER WITH A JOB-RELATED INJURY OR ACCIDENT</b>						
NUMBER OF RESPONDENTS .....	40	90	43	11	184	
MEAN .....	14.4	14.5	16.8	7.3	14.6	
MEDIAN .....	7.0	6.0	7.5	3.2	6.2	
1 ST QUARTILE .....	4.3	3.3	2.5	2.0	3.1	
3 RD QUARTILE .....	10.4	13.7	15.6	7.0	13.9	
RANGE - LOW .....	1.8	1.0	1.0	1.5	1.0	
HIGH .....	125.0	105.0	166.0	27.0	166.0	
<b>D. TEACHERS ABSENT DUE TO A JOB-RELATED INJURY OR ACCIDENT AS A PERCENT OF ALL TEACHERS</b>						
NUMBER OF RESPONDENTS .....	48	105	45	15	213	
MEAN .....	1.6	1.1	1.3	2.8	1.4	
MEDIAN .....	1.0	.6	.9	1.9	.8	
1 ST QUARTILE .....	.2	.3	.4	1.2	.4	
3 RD QUARTILE .....	2.1	1.3	1.5	3.8	1.7	
RANGE - LOW .....	*	.1	.2	.6	*	
HIGH .....	7.2	9.6	7.8	8.0	9.6	

\* LESS THAN ONE-TENTH OF ONE PERCENT

NOTE: NOT ALL SCHOOL SYSTEMS THAT PROVIDED DATA FOR PART A OF TABLE 23 PROVIDED DATA ON THE NUMBER OF DAYS NEEDED TO COMPUTE PARTS B, C, AND D OF TABLE 23.

TABLE 24.--MEAN DAILY RATE PAID SUBSTITUTE TEACHERS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
NUMBER OF RESPONDENTS .....	86	175	100	86	447	
MEAN .....	\$ 32.42	\$ 31.30	\$ 29.85	\$ 28.21	\$ 30.60	
MEDIAN .....	\$ 31.00	\$ 30.00	\$ 30.00	\$ 29.00	\$ 30.00	
1 ST QUARTILE .....	\$ 27.00	\$ 26.00	\$ 26.00	\$ 25.00	\$ 25.00	
3 RD QUARTILE .....	\$ 36.86	\$ 35.00	\$ 33.34	\$ 30.00	\$ 34.46	
RANGE - LOW .....	\$ 18.00	\$ 17.00	\$ 16.19	\$ 15.00	\$ 15.00	
HIGH .....	\$ 68.75	\$ 63.28	\$ 42.00	\$ 45.00	\$ 68.75	

TABLE 25.--COST OF SUBSTITUTE TEACHERS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
ANNUAL COST OF SUBSTITUTES PER PUPIL						
NUMBER OF RESPONDENTS .....	83	168	96	85	432	
MEAN .....	\$ 16.59	\$ 14.55	\$ 14.20	\$ 12.14	\$ 14.39	
MEDIAN .....	\$ 15.01	\$ 13.97	\$ 14.05	\$ 10.30	\$ 13.87	
1 ST QUARTILE .....	\$ 12.11	\$ 10.24	\$ 10.18	\$ 7.41	\$ 9.97	
3 RD QUARTILE .....	\$ 18.36	\$ 16.90	\$ 17.08	\$ 16.03	\$ 17.13	
RANGE - LOW .....	\$ 5.99	\$ 3.48	\$ 3.00	\$ 2.72	\$ 2.72	
HIGH .....	\$ 52.01	\$ 44.20	\$ 28.36	\$ 30.33	\$ 52.01	

ANNUAL COST OF SUBSTITUTES PER TEACHER

NUMBER OF RESPONDENTS .....	83	166	96	85	430
MEAN .....	\$ 312	\$ 271	\$ 252	\$ 195	\$ 260
MEDIAN .....	\$ 287	\$ 255	\$ 250	\$ 175	\$ 246
1 ST QUARTILE .....	\$ 228	\$ 184	\$ 185	\$ 113	\$ 178
3 RD QUARTILE .....	\$ 335	\$ 315	\$ 313	\$ 254	\$ 316
RANGE - LOW .....	\$ 118	\$ 60	\$ 64	\$ 44	\$ 44
HIGH .....	\$ 960	\$ 1012	\$ 520	\$ 584	\$ 1012

COST OF SUBSTITUTES PER PUPIL DAY

NUMBER OF RESPONDENTS .....	83	167	95	83	428
MEAN .....	\$ 6841	\$ 1181	\$ 466	\$ 88	\$ 1908
MEDIAN .....	\$ 4066	\$ 1042	\$ 442	\$ 56	\$ 869
1 ST QUARTILE .....	\$ 2433	\$ 810	\$ 222	\$ 28	\$ 269
3 RD QUARTILE .....	\$ 8128	\$ 1411	\$ 631	\$ 107	\$ 1693
RANGE - LOW .....	\$ 1387	\$ 276	\$ 48	\$ 12	\$ 12
HIGH .....	\$ 87917	\$ 3860	\$ 1269	\$ 402	\$ 87917

COST OF SUBSTITUTES AS A PERCENT OF TEACHER SALARIES

NUMBER OF RESPONDENTS .....	82	166	94	85	427
MEAN .....	2.0	1.7	1.6	1.4	1.7
MEDIAN .....	1.8	1.6	1.5	1.3	1.6
1 ST QUARTILE .....	1.4	1.2	1.3	.8	1.2
3 RD QUARTILE .....	2.3	1.9	2.0	1.8	2.0
RANGE - LOW .....	.7	.5	.3	.4	.3
HIGH .....	5.6	6.0	4.1	4.0	6.0

TABLE 26.--COST OF TEACHER ABSENCES IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
ANNUAL COST OF ABSENT TEACHERS' SALARIES PER PUPIL						
NUMBER OF RESPONDENTS .....	67	154	90	85	396	
MEAN .....	\$ 39.60	\$ 39.60	\$ 39.09	\$ 30.50	\$ 37.53	
MEDIAN .....	\$ 37.39	\$ 38.20	\$ 35.84	\$ 28.28	\$ 35.41	
1 ST QUARTILE .....	\$ 31.82	\$ 27.63	\$ 27.69	\$ 18.89	\$ 26.91	
3 RD QUARTILE .....	\$ 47.10	\$ 45.80	\$ 47.77	\$ 37.92	\$ 45.46	
RANGE - LOW .....	\$ 6.88	\$ 5.56	\$ 3.83	\$ 6.13	\$ 3.83	
HIGH .....	\$ 96.93	\$ 122.76	\$ 182.26	\$ 75.26	\$ 182.26	

## ANNUAL COST OF ABSENT TEACHERS' SALARIES PER TEACHER

NUMBER OF RESPONDENTS .....	67	155	90	85	397
MEAN .....	\$ 737	\$ 728	\$ 693	\$ 494	\$ 671
MEDIAN .....	\$ 671	\$ 682	\$ 641	\$ 449	\$ 635
1 ST QUARTILE .....	\$ 560	\$ 508	\$ 496	\$ 294	\$ 476
3 RD QUARTILE .....	\$ 807	\$ 874	\$ 873	\$ 644	\$ 833
RANGE - LOW .....	\$ 128	\$ 98	\$ 94	\$ 95	\$ 94
HIGH .....	\$ 1987	\$ 1800	\$ 2205	\$ 1278	\$ 2205

## COST OF ABSENT TEACHERS' SALARIES PER PUPIL DAY

NUMBER OF RESPONDENTS .....	67	155	89	85	396
MEAN .....	\$ 16522	\$ 3185	\$ 1320	\$ 211	\$ 4384
MEDIAN .....	\$ 9805	\$ 2890	\$ 1054	\$ 151	\$ 2097
1 ST QUARTILE .....	\$ 6012	\$ 2166	\$ 596	\$ 66	\$ 573
3 RD QUARTILE .....	\$ 17279	\$ 3892	\$ 1782	\$ 291	\$ 4227
RANGE - LOW .....	\$ 985	\$ 416	\$ 66	\$ 14	\$ 14
HIGH .....	\$ 146119	\$ 9881	\$ 7249	\$ 727	\$ 146119

## COST OF ABSENT TEACHERS' SALARIES AS A PERCENT OF TOTAL TEACHER SALARIES

NUMBER OF RESPONDENTS .....	67	154	90	85	396
MEAN .....	4.7	4.5	4.3	3.5	4.3
MEDIAN .....	4.6	4.5	4.3	3.3	4.3
1 ST QUARTILE .....	4.0	3.7	3.4	2.4	3.4
3 RD QUARTILE .....	5.3	5.2	5.1	4.5	5.2
RANGE - LOW .....	.7	.7	.6	.9	.6
HIGH .....	9.3	9.2	8.7	6.8	9.3

NOTE: SINCE TEACHERS ARE PAID WHETHER THEY WORK OR ARE ABSENT UNDER THEIR SCHOOL SYSTEMS' LEAVE PROVISIONS, CAUTION SHOULD BE EXERCISED TO ENSURE THAT THE DATA IN THIS TABLE ARE NOT USED IN DOUBLE COUNTING THE ACTUAL COST OF TEACHER ABSENCES.



TABLE 27.--TOTAL SALARY COSTS RELATED TO TEACHER ABSENCES AND SUBSTITUTE TEACHER REPLACEMENT IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
ANNUAL TOTAL ABSENCE-RELATED COSTS PER PUPIL						
NUMBER OF RESPONDENTS .....	62	142	87	81		372
MEAN .....	\$ 55.48	\$ 53.74	\$ 53.29	\$ 43.01		\$ 51.59
MEDIAN .....	\$ 50.93	\$ 52.33	\$ 51.30	\$ 38.66		\$ 49.69
1 ST QUARTILE .....	\$ 45.42	\$ 40.74	\$ 39.37	\$ 26.02		\$ 37.84
3 RD QUARTILE .....	\$ 63.46	\$ 62.16	\$ 62.75	\$ 53.59		\$ 61.69
RANGE - LOW .....	\$ 24.26	\$ 13.52	\$ 16.87	\$ 8.85		\$ 8.85
HIGH .....	\$ 101.67	\$ 157.57	\$ 209.73	\$ 101.72		\$ 209.73
ANNUAL TOTAL ABSENCE-RELATED COSTS PER TEACHER						
NUMBER OF RESPONDENTS .....	62	142	87	81		372
MEAN .....	\$ 1032	\$ 996	\$ 944	\$ 692		\$ 924
MEDIAN .....	\$ 944	\$ 926	\$ 916	\$ 624		\$ 887
1 ST QUARTILE .....	\$ 797	\$ 727	\$ 710	\$ 410		\$ 678
3 RD QUARTILE .....	\$ 1188	\$ 1177	\$ 1164	\$ 895		\$ 1137
RANGE - LOW .....	\$ 453	\$ 238	\$ 274	\$ 190		\$ 190
HIGH .....	\$ 2408	\$ 2310	\$ 2537	\$ 1650		\$ 2537
TOTAL ABSENCE-RELATED COSTS PER PUPIL DAY						
NUMBER OF RESPONDENTS .....	62	142	86	81		371
MEAN .....	\$ 20748	\$ 4300	\$ 1782	\$ 301		\$ 5592
MEDIAN .....	\$ 12589	\$ 3868	\$ 1570	\$ 216		\$ 2803
1 ST QUARTILE .....	\$ 8316	\$ 2959	\$ 860	\$ 92		\$ 818
3 RD QUARTILE .....	\$ 24140	\$ 5051	\$ 2332	\$ 404		\$ 5216
RANGE - LOW .....	\$ 3475	\$ 1007	\$ 156	\$ 23		\$ 23
HIGH .....	\$ 174244	\$ 12381	\$ 8342	\$ 1012		\$ 174244
TOTAL ABSENCE-RELATED COSTS AS A PERCENT OF TOTAL TEACHER AND SUBSTITUTE TEACHER SALARIES						
NUMBER OF RESPONDENTS .....	62	142	87	81		372
MEAN .....	6.6	6.0	5.9	4.8		5.8
MEDIAN .....	6.4	6.0	5.8	4.6		5.9
1 ST QUARTILE .....	5.4	5.2	4.9	3.2		4.7
3 RD QUARTILE .....	7.2	6.8	6.8	6.6		6.9
RANGE - LOW .....	2.6	1.9	1.9	1.4		1.4
HIGH .....	11.6	11.5	9.9	9.1		11.6

NOTE: SINCE TEACHERS ARE PAID WHETHER THEY WORK OR ARE ABSENT UNDER THEIR SCHOOL SYSTEMS' LEAVE PROVISIONS, CAUTION SHOULD BE EXERCISED TO ENSURE THAT THE DATA IN THIS TABLE ARE NOT USED IN DOUBLE COUNTING THE ACTUAL COST OF TEACHER ABSENCES.

TABLE 28.--TEACHER ABSENTEEISM AS A MANAGEMENT CONCERN IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
VERY HIGH CONCERN .....	22.0%	11.5%	7.3%	5.7%	11.6%	
HIGH CONCERN .....	42.9	33.9	31.3	27.3	33.8	
MEDIUM CONCERN .....	30.8	43.2	44.8	31.8	38.9	
LOW CONCERN .....	4.4	10.4	15.6	21.6	12.4	
VERY LOW CONCERN .....	...	1.1	1.0	13.6	3.3	
T O T A L .....	100.1	100.1	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	91	183	96	88	458	

TABLE 29.--PRIMARY METHOD USED BY TEACHERS FOR REPORTING SHORT-TERM ABSENCES IN RESPONDING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
CALL BUILDING PRINCIPAL .....	60.0%	48.9%	55.4%	81.6%	58.7%	
CALL OTHER BUILDING LEVEL STAFF MEMBER .....	3.3	1.6	2.0	3.4	2.4	
CALL DIRECTOR OF PERSONNEL ...	4.4	8.7	2.0	...	4.8	
CALL OTHER CENTRAL-OFFICE STAFF MEMBER .....	1.1	2.2	5.0	4.6	3.0	
CALL TELEPHONE ANSWERING SERVICE .....	15.6	19.6	16.8	1.1	14.7	
OTHER .....	1.1	...	...	1.1	.4	
MORE THAN ONE METHOD USED .....	14.4	19.0	18.8	8.0	16.0	
T O T A L .....	99.9	100.0	100.0	99.8	100.0	
NUMBER OF RESPONDENTS .....	90	184	101	87	462	

TABLE 30.--ADMINISTRATORS RESPONSIBLE FOR MANAGING TEACHER LEAVE POLICIES IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL--ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
<b>A. MANAGEMENT RESPONSIBILITY</b>						
RESPONSIBILITY CHARGED TO SPECIFIC ADMINISTRATOR .....	87.0%	90.1%	86.9%	82.0%	87.2%	
RESPONSIBILITY NOT CHARGED TO SPECIFIC ADMINISTRATOR .....	13.0	9.9	13.1	18.0	12.8	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	92	182	99	89	462	
<b>B. TITLE OF ADMINISTRATOR WITH LEAVE POLICY RESPONSIBILITY</b>						
PERSONNEL ADMINISTRATOR .	91.7%	85.1%	47.4%	...	63.1%	
PRINCIPAL .....	...	3.2	1.3	14.9	4.3	
SUPERINTENDENT .....	1.4	5.2	42.3	80.6	25.9	
BUSINESS ADMINISTRATOR ..	2.8	1.3	3.8	...	1.9	
DIRECTOR OF ADMINISTRATION .....	2.8	4.5	1.3	...	2.7	
OTHER .....	1.4	.6	3.8	4.5	2.2	
T O T A L .....	100.1	99.9	99.9	100.0	100.1	
NUMBER OF RESPONDENTS .....	72	154	78	67	371	

TABLE 31.--REGULAR VERIFICATION OF TEACHER ABSENCES DUE TO SICK LEAVE IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL--ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
<b>A. EXTENT OF VERIFICATION</b>						
ABSENCES VERIFIED .....	44.0%	34.4%	32.3%	29.5%	34.9%	
ABSENCES NOT VERIFIED ...	56.0	65.6	67.7	70.5	65.1	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	91	183	99	88	461	
<b>B. METHODS OF VERIFICATION IN SYSTEMS THAT VERIFY ABSENCES</b>						
TELEPHONE CALL TO ABSENT EMPLOYEE .....	12.5%	22.2%	37.5%	30.8%	24.2%	
PHYSICIAN'S CERTIFICATE .	82.5	84.1	59.4	76.9	77.6	
OTHER .....	32.5	28.6	37.5	26.9	31.1	
NO METHOD SPECIFIED .....	5.0	3.2	6.3	...	3.7	
NUMBER RESPONDING .....	40	63	32	26	161	

NOTE: THE "OTHER" CATEGORY INCLUDES METHODS SUCH AS ABSENCE FORMS SIGNED BY THE TEACHER, CONTACT BY THE PRINCIPAL, AND VISITS TO THE TEACHER'S HOME.

TOTALS MAY ADD TO MORE THAN 100.00 PERCENT BECAUSE SOME SCHOOL SYSTEMS SPECIFIED MORE THAN ONE METHOD OF VERIFICATION.



TABLE 32.--REASONS FOR TEACHER ABSENCE THAT WERE INCLUDED IN THE LEAVE POLICIES OF REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
<b>A. PERSONAL ILLNESS</b>						
SICK LEAVE .....	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
PERSONAL LEAVE .....	...	...	...	...	...	...
OTHER PAID LEAVE .....	...	...	...	...	...	...
T O T A L .....	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	88	179	100	85	452	
<b>B. FAMILY ILLNESS</b>						
SICK LEAVE .....	67.1%	54.2%	62.8%	66.3%	60.8%	60.8%
PERSONAL LEAVE .....	19.7	26.2	23.4	23.8	23.9	23.9
OTHER PAID LEAVE .....	13.2	19.6	13.8	10.0	15.3	15.3
T O T A L .....	100.0	100.0	100.0	100.1	100.0	100.0
NUMBER OF RESPONDENTS .....	76	168	94	80	418	
<b>C. MATERNITY/PATERNITY</b>						
SICK LEAVE .....	87.7%	81.2%	86.6%	88.0%	84.9%	84.9%
PERSONAL LEAVE .....	5.5	6.5	2.4	4.0	4.9	4.9
OTHER PAID LEAVE .....	6.8	12.3	11.0	8.0	10.2	10.2
T O T A L .....	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	73	154	82	75	384	
<b>D. DEATH IN THE FAMILY</b>						
SICK LEAVE .....	39.2%	40.7%	30.4%	40.0%	38.0%	38.0%
PERSONAL LEAVE .....	13.5	16.8	10.9	18.7	15.2	15.2
OTHER PAID LEAVE .....	47.3	42.5	58.7	41.3	46.8	46.8
T O T A L .....	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	74	167	92	75	408	
<b>E. RELIGIOUS REASONS</b>						
SICK LEAVE .....	4.6%	7.0%	...	2.0%	4.2%	4.2%
PERSONAL LEAVE .....	70.8	67.6	76.3	70.0	70.6	70.6
OTHER PAID LEAVE .....	24.6	25.4	23.7	28.0	25.2	25.2
T O T A L .....	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	65	142	76	50	333	
<b>F. PROFESSIONAL ACTIVITIES</b>						
SICK LEAVE .....	1.5%	.7%	1.1%	3.2%	1.4%	1.4%
PERSONAL LEAVE .....	9.1	7.9	6.8	11.1	8.4	8.4
OTHER PAID LEAVE .....	89.4	91.4	92.0	85.7	90.2	90.2
T O T A L .....	100.0	100.0	99.9	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	66	151	88	63	368	
<b>G. PERSONAL REASONS (SUCH AS PERSONAL BUSINESS)</b>						
SICK LEAVE .....	6.7%	1.9%	1.1%	1.3%	2.5%	2.5%
PERSONAL LEAVE .....	90.7	93.2	94.6	90.8	92.6	92.6
OTHER PAID LEAVE .....	2.7	5.0	4.3	7.9	5.0	5.0
T O T A L .....	100.1	100.1	100.0	100.0	100.1	100.1
NUMBER OF RESPONDENTS .....	75	161	92	76	404	

TABLE 33.--LOCAL POLICIES THAT LIMIT SICK LEAVE ACCUMULATION IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP				TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5	
<b>A. EXTENT OF POLICIES</b>					
POLICY LIMITING ACCUMULATION .....	32.2%	54.6%	58.9%	76.9%	55.0%
NO POLICY LIMITING ACCUMULATION .....	67.8	45.4	41.1	23.1	45.0
T O T A L .....	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	87	163	90	78	418
<b>B. SICK LEAVE DAYS THAT MAY BE ACCUMULATED IN SYSTEMS THAT ALLOW ACCUMULATION</b>					
NUMBER OF RESPONDENTS .....	25	83	50	58	216
MEAN .....	149	136	139	98	128
MEDIAN .....	146	150	150	90	130
1 ST QUARTILE .....	96	90	90	55	90
3 RD QUARTILE .....	197	180	180	130	180
RANGE - LOW .....	15	10	5	10	5
HIGH .....	270	250	270	200	270

TABLE 34.--LOCAL POLICIES THAT PROVIDE FOR PAYING TEACHERS FOR SOME NUMBER OR PERCENT OF UNUSED SICK LEAVE AT EMPLOYEES' RETIREMENT OR RESIGNATION IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP				TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5	
POLICY FOR SICK LEAVE RECOVERY .....	55.8%	42.9%	35.2%	38.0%	43.1%
NO POLICY FOR SICK LEAVE RECOVERY .....	44.2	57.1	64.8	62.0	56.9
T O T A L .....	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS .....	86	161	88	71	406

TABLE 35.--PERSONAL LEAVE PROVISIONS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499	5	
A. NUMBER OF DAYS PER YEAR						
NONE .....	3.4%	3.4%	4.0%	12.8%	5.3%	
1 DAY .....	9.1	9.0	14.1	12.8	10.9	
2 DAYS .....	35.2	41.0	32.3	45.3	38.8	
3 DAYS .....	33.0	21.3	30.3	17.4	24.8	
4 DAYS .....	5.7	3.9	7.1	1.2	4.4	
5 DAYS .....	5.7	5.1	3.0	2.3	4.2	
6 DAYS .....	5.7	11.2	7.1	1.2	7.3	
MORE THAN 6 DAYS* .....	..	1.7	1.0	3.5	1.6	
UNLIMITED/AS NEEDED .....	1.1	2.2	..	3.5	1.8	
PROVIDED--NO DAYS DATA ..	1.1	1.1	1.0	..	.9	
T O T A L .....	88 100.0	178 99.9	99 99.9	86 100.0	451 100.0	
MEAN** .....	3	3	3	2	3	
MEDIAN** .....	3	2	3	2	2	
RANGE - LOW .....	1	1	1	1	1	
HIGH .....	6	12	8	10	12	
* BUT NOT UNLIMITED						
** SYSTEMS THAT GRANTED AN UNLIMITED NUMBER OF DAYS, PROVIDED PERSONAL LEAVE BUT SUPPLIED NO DATA ON THE NUMBER OF DAYS, OR DID NOT PROVIDE PERSONAL LEAVE ARE EXCLUDED FROM MEAN AND MEDIAN CALCULATIONS.						
B. SPECIFIC REASONS REQUIRED FOR USING PERSONAL LEAVE IN SYSTEMS GRANTING PERSONAL LEAVE						
REASONS REQUIRED .....	34.9%	44.5%	40.8%	56.0%	43.8%	
REASONS NOT REQUIRED .....	59.3	53.2	55.1	42.7	53.0	
NO RESPONSE .....	5.8	2.3	4.1	1.3	3.2	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	86	173	98	75	432	
C. PERMISSION REQUIRED BEFORE PERSONAL LEAVE TAKEN IN SYSTEMS GRANTING PERSONAL LEAVE						
PERMISSION REQUIRED .....	70.9%	85.5%	83.7%	92.0%	83.3%	
PERMISSION NOT REQUIRED ..	24.4	12.7	12.2	4.0	13.4	
NO RESPONSE .....	4.7	1.7	4.1	4.0	3.2	
T O T A L .....	100.0	99.9	100.0	100.0	99.9	
NUMBER OF RESPONDENTS .....	86	173	98	75	432	



TABLE 36.--DISSEMINATION OF INFORMATION ON TEACHER ABSENTEEISM OUTSIDE THE DEPARTMENT CHARGED WITH ADMINISTERING TEACHER LEAVE POLICIES IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
<b>A. EXTENT OF DISSEMINATION</b>						
INFORMATION REGULARLY DISSEMINATED .....	46.2%	52.2%	45.6%	44.3%	48.1%	
INFORMATION NOT REGULARLY DISSEMINATED .....	53.8	47.8	54.4	55.7	51.9	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	91	184	103	88	466	
<b>B. METHOD OF DISSEMINATION IN SYSTEMS THAT DISSEMINATE INFORMATION</b>						
MEMORANDUM .....	23.8%	27.1%	21.3%	28.2%	25.4%	
REGULAR REPORT .....	64.3	55.2	40.4	33.3	50.0	
DISTRICT NEWSLETTER .....	4.8	3.1	4.3	2.6	3.6	
LOCAL NEWSPAPER .....	2.4	1.0	2.1	2.6	1.8	
OTHER .....	2.4	8.3	8.5	5.1	6.7	
NO METHOD SPECIFIED .....	11.9	22.9	38.3	43.6	27.7	
NUMBER RESPONDING .....	42	96	47	39	224	
NOTE: TOTALS ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS DISSEMINATE INFORMATION BY MORE THAN ONE METHOD.						
<b>C. PERSONS RECEIVING INFORMATION IN SYSTEMS THAT DISSEMINATE INFORMATION</b>						
SCHOOL BOARD .....	47.6%	39.6%	51.1%	64.1%	47.8%	
SUPERINTENDENT .....	78.6	83.3	85.1	79.5	82.1	
OTHER CENTRAL-OFFICE ADMINISTRATORS .....	78.6	84.4	68.1	41.0	72.3	
PRINCIPALS .....	54.8	70.8	76.6	64.1	67.9	
TEACHERS .....	23.8	16.7	25.5	28.2	21.9	
ALL BUILDING STAFF .....	9.5	8.3	6.4	7.7	8.0	
ALL DISTRICT STAFF .....	7.1	6.3	10.6	5.1	7.1	
OTHER .....	4.8	7.3	...	...	4.0	
NO PERSON-SPECIFIED .....	...	...	2.1	2.6	.9	
NUMBER RESPONDING .....	42	96	47	39	224	
NOTE: TOTALS ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS DISSEMINATE INFORMATION TO MORE THAN ONE GROUP OF PERSONS.						

TABLE 37.--PROGRAMS FOR RECOGNIZING TEACHERS WITH OUTSTANDING ATTENDANCE RECORDS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
<b>A. EXTENT OF PROGRAM</b>						
PROGRAM ESTABLISHED .....	7.6%	6.5%	10.7%	8.0%	7.9%	
NO PROGRAM ESTABLISHED ..	92.4	93.5	89.3	92.0	92.1	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	92	185	103	87	467	
<b>B. METHOD OF RECOGNITION IN SYSTEMS THAT HAVE A PROGRAM</b>						
LETTER/CERTIFICATE OF RECOGNITION .....	71.4%	41.7%	9.1%	28.6%	35.1%	
RECOGNITION BY SCHOOL BOARD .....	14.3	25.0	9.1	71.4	27.0	
MONETARY BONUS .....	...	16.7	36.4	42.9	24.3	
RECOGNITION ON EVAL- UATION FORM .....	...	...	18.2	14.3	8.1	
RECOGNITION IN DISTRICT NEWSLETTER .....	14.3	...	27.3	14.3	13.5	
RECOGNITION IN LOCAL NEWSPAPER .....	14.3	...	...	14.3	5.4	
ADDITIONAL PAID LEAVE ...	14.3	16.7	...	14.3	10.8	
NO METHOD SPECIFIED .....	...	8.3	9.1	...	5.4	
NUMBER RESPONDING .....	7	12	11	7	37	
NOTE: TOTALS MAY ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS PROVIDED MORE THAN ONE METHOD OF RECOGNITION.						
<b>C. EVALUATION OF PROGRAMS IN SYSTEMS THAT HAVE A PROGRAM</b>						
VERY SUCCESSFUL .....	...	8.3%	...	14.3%	5.4%	
MODERATELY SUCCESSFUL ...	57.1	50.0	27.3	71.4	48.6	
NOT SUCCESSFUL .....	14.3	8.3	27.3	...	13.5	
DON'T KNOW .....	28.6	25.0	36.4	14.3	27.0	
NO RESPONSE .....	...	8.3	9.1	...	5.4	
T O T A L .....	100.0	99.9	100.1	100.0	99.9	
NUMBER OF RESPONDENTS .....	7	12	11	7	37	

TABLE 38.--PROCEDURES FOR PENALIZING TEACHERS WITH POOR ATTENDANCE RECORDS IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS
	25,000 OR MORE	10,000 TO 24,999	2,500 TO 9,999	300 TO 2,499		
1	2	3	4	5	6	
<b>A. EXTENT OF PROCEDURE</b>						
PROCEDURE ESTABLISHED ...	18.7%	19.1%	20.8%	13.8%	18.4%	
NO PROCEDURE ESTABLISHED.	81.3	80.9	79.2	86.2	81.6	
T O T A L .....	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS .....	91	183	101	87	462	
<b>B. METHOD OF PENALIZING IN SYSTEMS THAT HAVE A PROCEDURE</b>						
TERMINATED .....	47.1%	11.4%	9.5%	33.3%	21.2%	
SUSPENDED .....	29.4	8.6	9.5	16.7	14.1	
REPRIMANDED .....	52.9	68.6	61.9	50.0	61.2	
PLACED ON PROBATION .....	11.8	14.3	4.8	16.7	11.8	
FINED/DOCKED IN PAY .....	29.4	37.1	57.1	41.7	41.2	
OTHER .....	35.3	17.1	28.6	16.7	23.5	
NO METHOD SPECIFIED .....	11.8	...	...	8.3	3.5	
NUMBER RESPONDING .....	17	35	21	12	85	
NOTE: TOTALS MAY ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS USED MORE THAN ONE DISCIPLINARY PROCEDURE.						
<b>C. EVALUATION OF PROCEDURES IN SYSTEMS THAT HAVE A PROCEDURE</b>						
VERY SUCCESSFUL .....	...	8.6%	28.6%	25.0%	14.1%	
MODERATELY SUCCESSFUL ...	64.7	42.9	38.1	41.7	45.9	
NOT SUCCESSFUL .....	23.5	17.1	14.3	8.3	16.5	
DON'T KNOW .....	11.8	25.7	14.3	8.3	17.6	
NO RESPONSE .....	...	5.7	4.8	16.7	5.9	
T O T A L .....	100.0	100.0	100.1	100.0	100.0	
NUMBER OF RESPONDENTS .....	17	35	21	12	85	



TABLE 39.--COLLECTIVE BARGAINING CONTRACT PROVISIONS RELATING TO TEACHER ABSENTEEISM IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
<b>A. EXTENT OF NEGOTIATIONS</b>						
NEGOTIATE WITH TEACHERS . . . . .	75.8%	71.4%	81.4%	75.6%	75.3%	
DO NOT NEGOTIATE WITH TEACHERS . . . . .	24.2	28.6	18.6	24.4	24.7	
T O T A L . . . . .	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS . . . . .	91	182	102	86	461	
<b>B. CONTRACT PROVISIONS RELATING TO TEACHER LEAVE POLICIES IN SYSTEMS THAT NEGOTIATE WITH TEACHERS</b>						
PROVISION INCLUDED . . . . .	75.7%	79.2%	78.6%	80.6%	78.6%	
NO PROVISION INCLUDED . . . . .	15.7	14.6	11.9	16.4	14.5	
NO RESPONSE . . . . .	8.6	6.2	9.5	3.0	6.8	
T O T A L . . . . .	100.0	100.0	100.0	100.0	99.9	
NUMBER OF RESPONDENTS . . . . .	70	130	84	67	351	

TABLE 40.--EXTENT OF GRIEVANCES OVER THE INTERPRETATION OF LEAVE USAGE IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
GRIEVANCE(S) FILED . . . . .	47.0%	25.3%	18.8%	14.9%	25.8%	
NO GRIEVANCE(S) FILED . . . . .	53.0	74.7	81.2	85.1	74.2	
T O T A L . . . . .	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS . . . . .	83	178	101	87	449	

TABLE 41.--TEACHER STRIKES IN REPORTING SCHOOL SYSTEMS, BY ENROLLMENT GROUP, 1974-75 TO 1978-79

SUMMARY DATA 1	ENROLLMENT GROUP					TOTAL-ALL REPORTING SYSTEMS 6
	25,000 OR MORE 2	10,000 TO 24,999 3	2,500 TO 9,999 4	300 TO 2,499 5		
STRIKES OCCURRED IN THE PAST FIVE YEARS . . . . .	29.2%	15.1%	16.7%	8.2%	16.9%	
NO STRIKES OCCURRED IN THE PAST FIVE YEARS . . . . .	70.8	84.9	83.3	91.8	83.1	
T O T A L . . . . .	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS . . . . .	89	179	96	85	449	

## LOCAL SCHOOL SYSTEM RESPONSE TO TEACHER ABSENTEEISM

Respondents to the ERS *Survey on Teacher Absenteeism* were asked to provide ERS, wherever possible, with copies of items relating to teacher absenteeism such as recent studies on teacher absenteeism/leave usage, analyses of teacher attendance records/reports, school system policies/procedures relating to teacher absenteeism, provisions in teacher collective bargaining agreements relating to teacher absenteeism/leave usage, and descriptions of programs intended to improve teacher attendance.

Included in this section are 55 examples obtained from responding school systems, with the exception of Example 35, which is reproduced with the permission of Arthur Young & Company. These examples were selected to illustrate the scope, variety, and form of the material received and in use by school systems. Editing was done for stylistic purposes, space considerations, and format consistency. Several of the examples that present absence data

are part of larger reports. Inclusion of material in this Report implies neither endorsement nor recommendation by ERS or its sponsoring associations.

The examples which follow have been grouped into seven categories:

1. Local school system data on teacher absence (30 examples)
2. Local school system recommendations for controlling teacher absenteeism (5 examples)
3. Program for recognizing outstanding teacher attendance (1 example)
4. Local school board policies relating to sick leave abuse (6 examples)
5. Teacher collective bargaining contract provisions relating to sick leave abuse (4 examples)
6. Payment for unused accumulated sick leave at retirement (4 examples)
7. Sick leave banks (5 examples)

### Local School System Data on Teacher Absence

**EX 1**

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6 (Phoenix, Arizona)  
Fall 1978 Enrollment: 25,071

	<u>Average Number of Days Absent per Teacher</u>				
	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
Personal illness	7.24	6.22	5.85	6.88	6.11
Family illness	.53	.57	.57	.64	.60
Family death	.11	.06	.10	.18	.14
Personal	<u>1.80</u>	<u>1.79</u>	<u>1.83</u>	<u>1.92</u>	<u>1.89</u>
Total	9.68	8.64	8.35	9.62	8.74

## EX 2

PHOENIX UNION HIGH SCHOOL SYSTEM (Phoenix, Arizona)  
Fall 1978 Enrollment: 26,829

Teacher Absence Report, 1978-79 (Based on 176 Days)

Schools	P.I.	P.B.	S.B.	P.G.	F.D. and F.I.	C.D.	R.L.	N.T.	M.L.	VAC	Totals
Alhambra	744.0	99.0	170.0	-	98.0	16.0	45.0	196.0	-	-	1368.0
Area Vocational Center	217.0	18.0	62.0	-	22.0	1.0	5.0	20.0	4.0	44.0	393.0
Bace	163.0	6.0	33.0	-	7.0	1.0	4.0	55.0	-	2.0	271.0
Browne	688.5	65.0	151.0	-	145.0	10.0	3.0	136.0	-	-	1198.5
Camelback	573.5	85.0	131.0	1.0	84.0	19.0	5.0	25.0	-	-	923.5
Central	352.0	53.0	124.0	-	56.5	3.0	7.0	129.0	-	-	724.5
Continuing Education Center	52.0	6.0	1.0	-	10.0	-	-	-	-	-	69.0
Cyesis Center	25.0	3.0	10.0	-	6.5	-	-	3.0	-	-	47.5
Desert Valley	230.0	39.0	3.0	-	23.0	-	3.0	2.0	-	-	300.0
East	355.0	58.0	92.0	-	51.0	6.0	5.0	34.0	1.0	-	602.0
Hayden	436.0	77.0	83.0	-	85.0	11.0	10.5	152.0	9.0	-	863.5
Homebound	26.0	-	-	-	-	-	-	-	-	-	26.0
Maryvale	639.0	87.0	136.0	1.0	84.0	13.0	16.0	52.0	-	2.0	1030.0
North	299.0	53.5	59.0	-	22.0	9.0	4.0	1.0	-	1.0	448.5
South Mountain	579.5	69.0	86.0	-	66.0	3.0	15.0	215.0	-	2.0	1035.5
(Federal Teachers Only)											
St. Mary's	12.0	1.0	-	-	-	-	-	-	-	-	13.0
Union High School	476.0	34.0	141.0	1.0	61.5	2.0	15.0	293.0	1.0	23.0	1047.5
West	405.0	63.0	80.5	-	49.0	4.0	4.0	372.5	13.0	-	991.0
<b>TOTALS</b>	<b>6272.5</b>	<b>816.5</b>	<b>1362.5</b>	<b>3.0</b>	<b>870.5</b>	<b>98.0</b>	<b>141.5</b>	<b>1685.5</b>	<b>28.0</b>	<b>74.0</b>	<b>11,352.0*</b>

*COMPARATIVE TOTALS:	1965-66	5706.0	1970-71	8876.0	1974-75	8893.0
	1966-67	5333.5	1971-72	9303.5	1975-76	9117.5
	1967-68	6078.5	1972-73	8997.0	1976-77	11,272.5
	1968-69	6598.0	1973-74	8900.5	1977-78	11,139.5
	1969-70	7482.5				

P.I.	Personal Illness	F.D.	Family Death	N.T.	No Teacher
P.B.	Personal Business	F.I.	Family Illness	M.L.	Military Leave
S.B.	School Business	C.D.	Civic Duty		
P.G.	Professional Growth	R.L.	Religious Leave		



# EX 3

EL MONTE UNION HIGH SCHOOL DISTRICT (El Monte, California)  
 Fall 1978 Enrollment: 6,901

## Annual Report on Sick Leave, Personal Necessity and Other Services for Teachers for School Year 1978-79

	ARROYO			EL MONTE			MTN. VIEW			ROSEMEAD			VALLE LINDO			TOTAL 1978-79 Days
	Ill- ness	Pers. Nec.	Other	Ill- ness	Pers. Nec.	Other	Ill- ness	Pers. Nec.	Other	Ill- ness	Pers. Nec.	Other	Ill- ness	Pers. Nec.	Other	
	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	
Sept.	27	6	7	10	4	0	5	4	0	10	3	0	2	2	0	80
Oct.	42	11	20	23	16	18	42	8	0	25	6	0	10	1	0	222
Nov.	43	4	0	22	7	6	26	10	0	21	6	0	9	1	0	155
Dec.	31	5	1	12	6	0	36	3	1	20	4	0	5	1	0	125
Jan.	78	8	8	26	6	0	39	2	0	29	7	8	14	4	0	229
Feb.	48	4	10	24	8	0	26	2	8	27	4	10	16	3	1	191
Mar.	62	18	0	45	14	11	38	15	2	55	10	11	9	1	0	291
Apr.	51	4	0	21	8	1	19	20	3	29	18	2	3	5	0	184
May	61	7	10	37	14	9	42	11	0	25	20	9	6	2	0	253
June	30	4	4	15	6	0	6	4	0	10	5	0	5	3	0	92
TOTALS	<u>473</u>	<u>71</u>	<u>60</u>	<u>235</u>	<u>89</u>	<u>45</u>	<u>279</u>	<u>79</u>	<u>14</u>	<u>251</u>	<u>83</u>	<u>40</u>	<u>79</u>	<u>23</u>	<u>1</u>	<u>1,822</u>

Classroom teacher, nurses, and librarians .....	288
Cost to the district for sick leave, personal necessity, and other services for 1123 days at \$41.20.....	\$46,268
Cost to the district for sick leave, personal necessity, and other services for 699 days at \$43.26.....	30,239
Subtotal.....	\$76,506
Cost to the district for School Business 168 x \$43.26.....	7,268
	<u>\$83,774</u>

### Not Included

Government reimbursed Federal Programs 158 x \$43.26 + \$6,836

**EX 4** ORANGE UNIFIED SCHOOL DISTRICT (Orange, California)  
 Fall 1978 Enrollment: 29,285

TEACHER ABSENCE REPORT

REGULAR SUBSTITUTE BUDGET

Illness/Personal Necessity

	Monthly Total	1976-77 Working Days	Average Daily Abs.	Monthly Total	1977-78 Working Days	Average Daily Abs.	Monthly Total	1978-79 Working Days	Average Daily Abs.
September	283	10	28.3	284	15	18.9	599	15	39.9
October	950	20	47.5	1,064	20	53.2	1,325	20	66.2
November	672	16	42	965	17	56.7	1,030	17	60.5
December	795	15	53	955	15	63.6	1,011	15	67.4
January	1,149	20	57.4	1,269	20	63.4	1,232	20	61.6
February	973	18	54	1,214	18	67.4	1,301	18	72.2
March	1,360	20	68	1,348	20	67.4	1,550	20	77.5
April	1,371	20	68.5	1,270	20	63.5	1,380	20	69.0
May	1,452	20	72.6	1,643	20	82.1	1,520	20	76.0
June	687	14	49	936	14	66.8	794	14	56.7
<b>Total</b>	<b>9,692</b>			<b>10,948</b>			<b>11,742</b>		

EX 3 FALL 1978 ENROLLMENT: 29,285  
 ORANGE UNIFIED SCHOOL DISTRICT (ORANGE, CALIFORNIA)

## EX 5

PALO ALTO UNIFIED SCHOOL DISTRICT (Palo Alto, California)  
Fall 1978 Enrollment: 11,500

Summary of Substitute Activity, 1977-78

Month	No. of Teaching Days	Total No. Sub. Days	No. Sub. Days per Teaching Day	Total	Dollar
				Monthly Dollar Amount	per Sub. Day
September	18	256	14.2	\$ 9,590	\$37.46
October	21	702	33.4	25,862	36.84
November	19	747	39.3	26,594	35.60
December	12	493	41.1	19,688	39.94
January	19	697	36.7	28,899	41.46
February	18	716	39.8	27,648	38.61
March	22	901	41.0	36,112	40.08
April	15	573	38.2	20,729	36.18
May	22	917	41.7	29,525	32.20
June	12	372	31.0	14,014	37.67
Total	178	6,374	35.8	\$238,661	\$37.44

## EX 6

PASADENA UNIFIED SCHOOL DISTRICT (Pasadena, California)  
Fall 1978 Enrollment: 23,491

Use of Substitute Teachers

- 1975-76: approximately \$600,000 spent for substitutes--primarily teachers  
1976-77: approximately \$527,000 spent for substitutes--primarily teachers  
1977-78: approximately \$293,000 spent for substitutes to replace regular teachers who were absent from the classroom

Average Number of Days Absent per Certificated Employee

	1973-74	1974-75	1975-76	1976-77
All schools in district	7.2	7.4	6.7	7.2
Regular primary schools	6.0	7.5	7.3	7.8
Regular elementary schools	7.8	7.1	7.2	8.0
Regular junior high schools	7.5	8.1	6.0	6.8
Regular senior high schools	7.7	7.4	6.3	6.3
Voluntary schools and special schools	7.1	6.5	6.3	7.2

Percent of Certificated Staff Who Were Absent on Each Day of the Week, October-December 1978

	Payday	Mon.	Tue.	Wed.	Thu.	Fri.
All schools in district	3.3	3.9	3.7	3.6	3.4	4.8
Regular primary schools	3.4	4.3	4.1	4.2	4.0	5.4
Regular elementary schools	4.8	4.1	4.0	3.6	3.5	5.1
Eliot eighth grade school	2.1	3.2	3.5	2.7	2.5	4.1
Regular senior high schools	3.3	4.0	3.4	3.2	3.0	4.7
Voluntary schools	1.7	3.4	3.3	3.3	3.3	4.1



PASADENA UNIFIED SCHOOL DISTRICT (Continued)

Findings:

1. There is less absenteeism on payday than on any other day of the week.
2. The pattern of absence declines from Monday to Thursday.
3. Thursday is the day of least absenteeism.
4. Friday is the day of most absenteeism.

SOURCE: Peter F. Hagen. *Potential Strategies for Controlling Excessive Teacher Absenteeism*. Research Report No. 78/79-06. Office of Statistics, Pasadena Unified School District, March 1979.

**EX 7**

SAN DIEGO UNIFIED SCHOOL DISTRICT (San Diego, California)  
Fall 1978 Enrollment: 115,478

Average Number of Days Teachers Were Absent, 1978-79

Elementary	6.52	Male	5.97
Regular Elementary	6.28	Female	6.78
Child Centers	11.17	Total	6.49
Secondary	6.58		
Student Services	6.17		
Programs	4.92	Under age 40	6.70
General Administrative Departments	6.20	Age 40 and above	6.33
Total	6.49		

**EX 8**

SAN JUAN UNIFIED SCHOOL DISTRICT (Carmichael, California)  
Fall 1978 Enrollment: 46,863

Use of Certificated Substitutes

	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77	1977-78
Substitute service days	13,978	15,463	16,566	18,543	19,652	20,263	22,429	26,253	27,828
Teacher initiated	NA	NA	NA	NA	NA	86%	83%	80%	76%
District initiated	NA	NA	NA	NA	NA	14%	17%	20%	24%
Average number of substitutes per day	78	87	93	104	110	114	126	147	156
Average number of substitutes per teacher	6.7	7.4	7.9	9.0	9.4	9.7	10.8	12.3	13.0

NA = Data not available

## SAN JUAN UNIFIED SCHOOL DISTRICT (Continued)

Summary

Total increase, 1969-70 to 1977-78	99.0%
Total increase, 1975-76 to 1977-78	24.0%
Total increase, teacher initiated, 1975-76 to 1977-78	14.0%
Total increase, district initiated, 1975-76 to 1977-78	74.3%

**EX 9**

THOMPSON SCHOOL DISTRICT R2-J (Loveland, Colorado)  
Fall 1978 Enrollment: 9,945

1978-79 Teacher Absences (Average Number of Days Absent)

	<u>Total</u>	<u>Elementary</u>	<u>Special Assignments</u>	<u>Junior High</u>	<u>Senior High</u>	<u>J.H.- S.H.</u>	<u>Title I</u>	<u>Spec. Ed.</u>
Personal illness	4.37	4.62	4.74	4.85	2.90	4.22	5.15	5.28
Business day	.51	.47	.35	.58	.44	.74	.60	.58
Bereavement	.13	.20	.02	.11	.08	.03	.20	.14
Family illness	.44	.45	.48	.41	.40	.57	.25	.43
Other	1.30	.62	.52	1.73	2.23	2.63	.60	.92
Deduct	<u>.17</u>	<u>.27</u>	<u>.09</u>	<u>.06</u>	<u>.09</u>	<u>.24</u>	<u>0</u>	<u>.24</u>
Total	6.92	6.64	6.20	7.73	6.15	8.43	6.80	7.58

**EX 10**

ENFIELD PUBLIC SCHOOLS (Enfield, Connecticut)  
Fall 1978 Enrollment: 10,040

Certified Personnel Absences (Excluding Administrators)

	<u>Percent of Workforce Days Lost 9/78-6/79</u>		
	<u>Elementary</u>	<u>Junior High</u>	<u>Senior High</u>
Illness and personal	4.0%	3.3%	3.9%
Professional	.2	.2	.2
Medical disability, workmen's compensation, maternity leave	1.9	1.2	1.7
Docked (unauthorized leave or days off exceeding accrued leave)	<u>.1</u>	<u>.7</u>	<u>.6</u>
Total	6.2	5.3	6.4

## ENFIELD PUBLIC SCHOOLS (Continued)

## Average Number of Days Absent per Person

	1977-78	1978-79
Illness	5.6	5.1
Personal	1.7	1.7
Professional	.2	.3
Medical disability, workmen's compensation, maternity leave	2.8	2.7
Docked (unauthorized leave or days off exceeding accrued leave)	.4	.7
Total	10.6	10.7

# EX 11

BLOOMINGTON PUBLIC SCHOOL DISTRICT 87 (Bloomington, Illinois)  
Fall 1978 Enrollment: 5,279

## Staff Absences Summary

## TEACHERS

Month	Sick Leave	Personal Leave	Deduct	Excused
August/September	176½	36½	10½	37½
October	244	54	3	65½
November	181½	42½	14	90
December	183½	25	7½	67½
January	156	19	6½	71½
February	220½	29½	½	112
March	229	40	6½	176½
April	200	21½	0	169½
May/June	230½	81½	3	116
TOTALS	1,821½	349½	51½	906

	Total Teacher Work* Days in Month	Total Days Absent	Percentage Absent
August/September (24)	8,040	261	.0324
October (21)	7,035	366½	.0521
November (20)	6,700	328	.0489
December (16)	5,360	283½	.0528
January (18)	6,030	253	.0419
February (18)	6,030	362½	.0601
March (22)	7,370	452	.0613
April (15)	5,025	391	.0778
May/June (23)	7,705	431	.0559
TOTALS	59,295	3,671	.0619

\*Figured on basis of 335 teachers.

NOTE 1: Various teachers were absent (excused) from classrooms for short periods of time during March and April for staffing and HEW meetings. It was not possible to make allowance in the above figures for these.

NOTE 2: Various teachers were absent (excused) from classrooms for a total of 111½ days in May for Outdoor Education. No allowance has been made in the above figures for these absences.



# EX 12

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT (Des Moines, Iowa)  
Fall 1978 Enrollment: 34,268

## MEAN NUMBER OF DAYS OF LEAVE TAKEN

	<u>1967-68</u>	<u>1972-73</u>	<u>1977-78</u>
<b>Elementary Teachers:</b>			
Illness	6.92	6.88	8.53
Bereavement	.21	.24	.33
Business <sup>1</sup>	---	.11	.38
Emergency <sup>2</sup>	.50	.39	.59
Total	7.64	7.61	9.83
<b>Junior High Teachers:</b>			
Illness	5.36	5.91	6.89
Bereavement	.16	.25	.22
Business <sup>1</sup>	---	.09	.35
Emergency <sup>2</sup>	.70	.37	.50
Total	6.24	6.62	7.95
<b>Senior High Teachers:</b>			
Illness	4.46	3.98	6.13
Bereavement	.19	.20	.26
Business <sup>1</sup>	---	.05	.27
Emergency <sup>2</sup>	1.28	.28	.36
Total	5.95	4.52	7.03

Note: This table should not be used to compare one employee category with another. The figures in this table have not been adjusted to account for the differing number of days of employment. Totals may not add due to rounding.

<sup>1</sup>Business leave did not exist until 1970. The definition of business leave changed between school years 1972-73 and 1977-78. The policy became more liberal in the interpretation regarding the types of absences considered legitimate excuses.

<sup>2</sup>In 1967-68, emergency leave included what is presently termed personal business leave; emergency leave also included leave for educational meetings. In 1972-73 and 1977-78, emergency leave did not include personal business leave.

## WORK ABSENCE RATE PERCENTAGE<sup>1</sup>

	<u>1967-68</u>	<u>1972-73</u>	<u>1977-78</u>
<b>Elementary Teachers:</b>			
Illness	3.72%	3.70%	4.58%
Bereavement	.11	.13	.17
Business <sup>2</sup>	---	.06	.20
Emergency <sup>3</sup>	.27	.20	.32
Total	4.1	4.1	5.3
<b>Junior High Teachers:</b>			
Illness	2.88	3.17	3.70
Bereavement	.09	.13	.11
Business <sup>2</sup>	---	.05	.18
Emergency <sup>3</sup>	.37	.19	.27
Total	3.3	3.6	4.3

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT (Continued)

	<u>1967-68</u>	<u>1972-73</u>	<u>1977-78</u>
Senior High Teachers:			
Illness	2.40%	2.14%	3.29%
Bereavement	.10	.11	.14
Business <sup>2</sup>	---	.03	.15
Emergency <sup>3</sup>	.68	.15	.19
Total	3.2	2.4	3.8

Note: Totals may not add due to rounding.

$$^1 \text{Percent of work absence} = \frac{\text{Number of days of total absences}}{\text{Number of employees}} \times \frac{\text{Number of work days}}{\text{Number of work days}} \times 100$$

<sup>2</sup> See notes in previous table for an explanation of the business leave category.

<sup>3</sup> See notes in previous table for an explanation of the emergency leave category.

PERCENT OF ALLOCATED ILLNESS LEAVE ACTUALLY USED BY TEACHERS

	<u>1967-68</u>	<u>1972-73</u>	<u>1977-78</u>
Elementary Teachers	46.1%	45.8%	56.8%
Junior High Teachers	35.7	39.4	45.9
Senior High Teachers	29.7	26.5	40.8

SOURCE: Howard H. Ebmeier. *Staff Absences: Where Do We Stand?* Department of Evaluation, Des Moines Community School District, April 6, 1979.

**EX 13** DUBUQUE COMMUNITY SCHOOLS (Dubuque, Iowa)  
Fall 1978 Enrollment: 12,688

RAW DATA - 1977-78 Costs

<u>Type of Leave</u>	<u>Cost of Substitutes</u>	<u>Cost to District (no service)</u>
Sick Leave	\$ 96,083.00	\$288,215.84
Personal Leave	26,068.67	97,268.90
Bereavement Leave	4,100.29	16,533.74
Association Leave	*	2,367.60
Jury and Legal Leave	118.18	439.58
Religious Leave	52.00	868.12
Other Temporary Leave	522.82	3,946.00
Professional Leave	7,848.16	---
Dock Days	3,250.00	-6,615.00
Total	\$138,043.12	\$403,024.78

\*Association reimburses employer for cost of substitutes

## DUBUQUE COMMUNITY SCHOOLS (Continued)

SUMMARY

1. Grand total district cost for employees on leave was \$541,067.90.
2. Source of information - Personnel and Business Office records.
3. "Cost to District" - 1977-78 average teacher's salary \$13,888 divided by 189 days (bargaining unit work year) = average teacher's salary per diem pay (73.48) x number of leave days used by bargaining unit with no service rendered to the district.
4. Substitute costs - Substitute teacher costs reflect actual costs of substitutes at \$26.00 per day and \$51.85 (on the eleventh [11th] consecutive day on the same substitute assignment the per diem pay of the substitute was raised from \$26.00 to \$51.85). There is no substitute cost reflected for those members of the bargaining unit on leave when no substitute was employed.

RAW DATA - 1977-78 Bargaining Unit Leave Record

<u>Type of Leave</u>	<u>Total Number Days Used</u>
Sick Leave	3,652
Personal Leave	1,232.5
Bereavement Leave	209.5
Professional Leave	244.5
Association Leave	30
Other Temporary Leave with Pay	50
Jury and Legal Leave	5.5
Religious Leave	11
Dock Days--Leave Without Pay	<u>125</u>
Total	5,560

SUMMARY

Employer's Position: It is important not only to look at comparative and competitive individual leave fringe benefits but to look at the total impact of a combined leave benefit package on the instructional program and financial obligation of the district.

5,560 total days of leave divided by 172 work days equals 32.33, or a daily absence record of 32.33 teachers absent on leave with no service rendered.

A daily absence record of 32.33 teachers puts a great strain on the supply of qualified substitutes.

A daily absence record of 32.33 teachers has an adverse effect on the quality of instruction offered our students.

Employer paid \$403,024.78 in wages to employees absent on leave with no service rendered.

1977-78 substitute teacher per diem rate was \$26.00, and our total expenditures for substitutes in 1977-78 were \$138,043.12.



**EX 14** SHAWNEE MISSION UNIFIED SCHOOL DISTRICT (Shawnee Mission, Kansas)  
Fall 1978 Enrollment: 39,000

Substitute Service Summary, 1978-79

<u>Number of Teacher Absences by Month</u>	<u>Days Absent for the Year</u>	<u>Because of</u>	<u>Substitute Days by Month</u>	<u>Substitute Pay by Month</u>
August ----- 65.5	12,657.0 -----	Sickness	71.0 -----	August ----- \$ 3,631.00
September ----- 1,345.0	378.0 -----	Emergency	1,387.5 -----	September --- 45,879.50
October ----- 2,327.5	585.5 -----	Bereavement	2,261.0 -----	October ----- 75,050.00
November ----- 2,126.5	1,205.0 -----	Business	2,100.5 -----	November ---- 69,206.00
December ----- 1,867.5	3,808.5 -----	Professional*	1,724.5 -----	December ---- 70,268.50
January ----- 2,156.0	152.5 -----	Jury Duty	2,085.0 -----	January ---- 88,860.56
February ----- 2,483.5	1,047.0 -----	Deduction	2,466.0 -----	February ---- 87,167.50
March ----- 1,908.0	93.5 -----	Accident	1,767.5 -----	March ----- 53,797.50
April ----- 2,749.0			2,560.0 -----	April ----- 85,169.50
May ----- 2,898.0			2,758.0 -----	May ----- 104,664.50
<b>TOTAL</b> 19,926.5	<b>19,926.5</b>		<b>19,800.0</b>	<b>\$683,694.56</b>

\*Professional Leave includes:

Professional In-Service	3,267
Athletics-Fine Arts Activities	423
National Education Activities	118.5
	<u>3,808.5</u>

(There were more substitute days than teacher absences recorded in August and September for two reasons: (1) Substitutes used for Substitute Orientation in August and (2) the use of several substitutes for classrooms that had no assigned teacher.)

# EX 15

OUACHITA PARISH SCHOOL DISTRICT (Monroe, Louisiana)  
Fall 1978 Enrollment: 17,500

## School Faculty Absenteeism

	1977-78	1978-79
Total	3.4%	3.1%
August-September	2.2	2.0
October	3.1	2.8
November	3.1	2.6
December	2.5	2.5
January	4.1	4.3
February	5.4	4.7
March	3.4	4.6
April	3.4	1.8
May	3.3	2.4

# EX 16

BIRMINGHAM PUBLIC SCHOOLS (Birmingham, Michigan)  
Fall 1978 Enrollment: 11,100

## SUMMARY OF TEACHER ABSENCE RATES 1973-74 through 1978-79 school years

SCHOOL	ABSENCE RATES					
	1973-74	1974-75	1975-76	1976-77	1977-78	1978-79
Adams	4.52	3.55	5.62	5.92	6.70	7.36
Beverly	3.30	2.60	3.68	3.09	6.09	6.17
Bingham Farms	4.38	3.58	5.16	9.19	3.97	3.20
Evergreen	2.42	3.73	3.29	2.87	3.02	7.20
Franklin	2.39	2.30	3.33	3.41	6.33	4.35
Greenfield	3.88	4.19	9.32	2.93	8.60	3.32
Harlan	4.33	5.17	4.59	4.13	3.38	3.79
Meadow Lake	3.70	3.14	4.71	2.95	4.19	5.25
Midvale	5.54	2.73	2.58	3.82	3.51	3.27
Pembroke	4.96	6.21	8.39	4.75	4.71	5.95
Pierce	6.11	3.19	3.28	3.41	2.87	3.58
Quarton	5.68	4.43	4.04	3.40	4.31	4.56
Torry	3.85	3.89	3.18	4.05	5.64	3.64
Walnut Lake	4.63	4.40	6.56	3.52	5.40	3.39
Westchester	5.10	4.68	4.47	4.08	5.06	3.69
Total Elementary	4.53	3.98	4.91	4.13	4.90	4.59
Berkshire	5.10	4.84	5.11	6.36	3.71	4.61
Covington	4.66	3.97	7.41	3.86	5.70	4.21
Derby	5.66	6.54	5.46	3.62	5.88	5.52
West Maple	5.84	4.87	4.47	4.20	4.44	5.35
Total Jr. High	5.56	5.15	5.24	4.62	4.96	4.86
Groves	6.26	4.13	4.85	3.84	4.84	3.90
Seaholm	4.62	3.08	3.61	4.91	3.67	3.88
Total Sr. High	5.53	3.61	4.23	4.40	4.23	3.89
Other	4.14	4.18	4.19	4.64	3.33	5.99
Grand Total	5.03	4.22	4.81	4.34	4.69	4.52

BIRMINGHAM PUBLIC SCHOOLS (Continued)

1. Absence rates can be thought of as the percentage of teachers absent on an average day or as the percentage of days the average teacher is absent during an entire school year. The rates are calculated through use of the following formula:

$$[ (A \div B) \div C ] \times 100$$

When A = Total absences (in days)  
 B = Number of teachers  
 C = Number of teacher work days

2. Converting the absence rate of 4.52 to days absent, we find that the average teacher was absent for 8.18 days during the 1978-79 school year.
3. Absences counted in these figures include those for which teachers are paid and for which sick leave days are utilized. They do not include non-paid personal absences, conference attendances, jury duty, etc.

**EX 17** JACKSON PUBLIC SCHOOLS (Jackson, Michigan)  
 Fall 1978 Enrollment: 9,998

Year	Average Teacher Days Absent--Illness
1970-71	5.8
1971-72	6.5
1972-73	7.1
1973-74	6.4
1974-75	7.7
1975-76	7.4
1976-77	7.8
1977-78	7.6
1978-79	8.3

Teacher Absence: Comparison by Yearly Total

Reason	1974-75	1975-76	1976-77	1977-78	1978-79
	Days Absence	Days Absence	Days Absence	Days Absence	Days Absence
School Business	731.0	732.5	605.5	705.5	712.5
Personal Business	326.0	303.0	345.0	324.0	355.0
J.E.A. Business	54.0	56.5	45.5	79.0	57.0
Without Pay	44.5	65.0	82.5	42.0	109.7
Death	129.0	148.5	128.0	135.5	90.5
Court	27.0	18.0	20.5	40.5	82.5
<b>Illness</b>	<u>4,439.0</u>	<u>4,222.5</u>	<u>4,120.5</u>	<u>4,071.5</u>	<u>4,298.8</u>
<b>Total</b>	<b>5,750.5</b>	<b>5,546.0</b>	<b>5,347.5</b>	<b>5,398.0</b>	<b>5,706.0</b>
Average Absence Per Teacher	10 days	9.8 Days	10.1 Days	10.1 Days	11.1 Days
Average Absence Per Day	31.4	30.3	29.2	29.5	31.2
Teaching Staff (Equated)	574	568.6	528.1	538.9	515.65



## JACKSON PUBLIC SCHOOLS (Continued)

Teacher Absence, 1978-79

Month	School Business	Personal Business	J.E.A. Business	Without Pay	Death	Court	Illness	Total
September	67.0	25.5	0	1.0	12.0	17.5	200.5	323.5
October	57.0	35.0	1.5	12.5	9.0	28.5	540.5	684.0
November	70.5	44.5	2.0	16.5	13.0	12.0	403.0	561.5
December	28.0	17.5	5.5	1.0	9.0	0	244.5	305.5
January	48.0	51.0	4.0	5.0	13.5	4.0	533.5	659.0
February	59.0	22.5	7.0	12.7	5.5	1.0	473.3	581.0
March	113.5	40.5	13.0	24.0	10.5	8.0	630.5	840.0
April	96.5	23.0	2.5	17.5	1.0	6.0	379.0	525.5
May	136.0	72.5	20.0	9.5	11.0	5.5	703.5	958.0
June	37.0	23.0	1.5	10.0	6.0	0	190.5	268.0
TOTAL DAYS ABSENT	712.5	355.0	57.0	109.7	90.5	82.5	4,298.8	5,706.0

## EX 18

WARREN CONSOLIDATED SCHOOLS (Warren, Michigan)  
Fall 1978 Enrollment: 29,230

Average Daily Percentage of Teacher Absenteeism, 1969-70 to 1978-79

School Year	Teacher Work Days to Date	Average Daily Percentage*	June Percentage*
1969-70	185 <sup>2</sup>	4.1832	3.1091
1970-71	183	3.8765	2.4333
1971-72	183 <sup>2</sup>	4.3361	5.1294
1972-73	183	4.5317	2.4333
1973-74	183 <sup>2</sup>	4.7393	5.2714
1974-75	180 <sup>3</sup>	4.6833	4.4700
1975-76	182 <sup>3</sup>	5.0154	3.9556
1976-77	181.5 <sup>1,3</sup>	4.3140	4.5407
1977-78	178 <sup>3</sup>	4.5545	4.2333
1978-79 <sup>4</sup>	182 <sup>3</sup>	5.8659	6.7353

\*Includes: Personal Illness  
Bereavement  
Family Illness  
Personal Business  
Non-compensable leaves  
WEA Conference Days  
Religious  
<sup>4</sup>Maternity Leaves

Excludes: Vacancies  
In-Service Conference

<sup>1</sup>Blue Flu Day excluded

<sup>2</sup>Strike

<sup>3</sup>Snow Day(s)

# EX 19

MILLARD PUBLIC SCHOOLS (Omaha, Nebraska)  
Fall 1978 Enrollment: 10,993

## Teaching Staff Absence Report, 1978-79

	Male (163)		Female (460)		All Teachers	
	Total Days	Average	Total Days	Average	Total Days	Average
Illness	476.5	2.9	2,193.0	4.8	2,669.5	4.3
Professional	261.5	1.6	599.5	1.3	861.0	1.4
Family	88.5	.5	226.5	.5	315.0	.5
Business and emergency	67.5	.4	218.0	.5	285.5	.4
Miscellaneous	6.0	.03	16.5	.03	22.5	.03
<b>Total paid days</b>	<b>900.0</b>	<b>5.5</b>	<b>3,253.5</b>	<b>7.1</b>	<b>4,153.5</b>	<b>6.7</b>
<b>Total deducted</b>	<b>24.0</b>	<b>.1</b>	<b>269.5</b>	<b>.6</b>	<b>293.5</b>	<b>.5</b>
<b>Total days</b>	<b>924.0</b>	<b>5.6</b>	<b>3,523.0</b>	<b>7.7</b>	<b>4,447.0</b>	<b>7.2</b>
1970-71	4.7 days	1973-74	6.8 days	1976-77	6.5 days	
1971-72	5.9	1974-75	5.8	1977-78	7.6	
1972-73	6.0	1975-76	8.2	1978-79	7.1	

# EX 20

TOMS RIVER REGIONAL SCHOOL DISTRICT (Toms River, New Jersey)  
Fall 1978 Enrollment: 17,203

## Absence of TREA Members, 1978-79 (total of 1,094 employees)

	Number of Days	Average/Person
Sick leave	7,056.0	6.45
Personal leave	2,336.0	2.14
Professional leave	517.5	.47
<b>Total</b>	<b>9,909.5</b>	<b>9.06</b>

## Personal Leave Categories, 1978-79 (number of days)

Medical	884	Home emergency	63
Legal	450	Car trouble	38
Family illness	346	Moving	31
Personal	136	Marriage and honeymoon	29
Religious holiday	117	Military	10
Miscellaneous	104	<b>Total</b>	<b>2,364</b>
School business	81	Less military	10
Death	75	<b>Personal leave total</b>	<b>2,354</b>

## TOMS RIVER REGIONAL SCHOOL DISTRICT (Continued)

## Report of Absences for 1978-79\*

<u>Date</u>	<u>Elementary</u>	<u>Intermediate</u>	<u>High Schools</u>	<u>Total</u>	<u>Total Days</u>
September 1978	301	163	288	752	18
October 1978	557	319	420	1,296	19
November 1978	639	286	317	1,242	18
December 1978	703	293	337	1,333	16
January 1979	716	296	415	1,427	21
February 1979	361	137	241	739	12
March 1979	825	275	551	1,651	22
April 1979	479	212	342	1,033	15
May 1979	906	372	605	1,883	22
June 1979	588	257	340	1,185	17
<b>TOTALS</b>	<b>6,075</b>	<b>2,610</b>	<b>3,856</b>	<b>12,541</b>	<b>180</b>

\*These absences included teachers, administrators, principals, assistant principals, supervisors, and secretaries.

## EX 21 MASSAPEQUA PUBLIC SCHOOLS (Massapequa, New York)

Fall 1978 Enrollment: 11,897

### Yearly Average Absence Percentages, All Professional Staff

<u>School</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
Birch Lane	5.1%	5.8%	4.6%
East Lake	4.4	6.3	5.6
Fairfield	4.9	4.7	4.8
Hawthorn	5.1	6.3	4.6
Lockhart	6.9	5.3	5.2
Unqua	3.0	4.1	3.7
McKenna	3.7	3.2	4.2
Ames	5.0	5.3	3.8
Berner	4.0	4.3	4.4
Massapequa High School	4.1	4.3	3.9
<b>Total</b>	<b>4.4</b>	<b>4.6</b>	<b>4.4</b>



**EX 22** AKRON CITY SCHOOL DISTRICT (Akron, Ohio)  
Fall 1978 Enrollment: 42,851

Professional Personnel Assigned to School Buildings  
(Excluding Senior High School Principals)

1978-79

Total employees	2,202
Total days absent	16,007
Average days of absence per person	7.26
Number of cases of extended absence (30 days or more of personal illness)	91
Total days of extended absence	5,942
Paid--other causes (work-related time spent away from assignment)	1,347
Adjusted average days of absence per person	4.76
Average compared to 1977-78 in days	-0.15

Number of employees with perfect attendance

1974-75: 348	1977-78: 376
1975-76: 362	1978-79: 334
1976-77: 396	

**EX 23** BOARDMAN LOCAL SCHOOL DISTRICT (Youngstown, Ohio)  
Fall 1978 Enrollment: 5,978

Teacher Absence Survey

Reason	1974-75	1975-76	1976-77	1977-78	1978-79	5-Year Average
Illness	1,983.5	2,158.5	1,877.5	2,136	2,607	2,152
Personal	456	485.5	436	420.5	466	452
Professional	405	385.5	458.5	543.5	418	442
Without Pay	15	37	108	54	70	56.8
Jury Duty	0	0	0	0	16	--
Total	2,864.5	3,066.5	2,880	3,154	3,577	3,108

## EX 24

PARMA PUBLIC SCHOOLS (Parma, Ohio)  
Fall 1978 Enrollment: 18,100

### Monthly Teacher Absence Comparisons, 1977-78

Month	Personal Leave	Illness	Absence Misc.	Prof. Leave	Monthly Total	Monthly Subs Hired
Sept. 1977	71	433	25	70	599	488
Oct. 1977	184	859	27	227	1,297	965
Nov. 1977	202	876	41	216	1,335	1,069
Dec. 1977	100	521	31	112	764	622
Jan. 1978	54	793	41	81	969	843
Feb. 1978	100	1,021	31	176	1,328	1,057
Mar. 1978	175	840	35	243	1,293	1,038
Apr. 1978	253	974	107	341	1,675	1,317
May 1978	400	1,141	126	239	1,906	1,542
June 1978	79	492	95	36	702	618
Totals	1,618	7,950	559	1,741	11,868	9,559

## EX 25

LAWTON PUBLIC SCHOOLS (Lawton, Oklahoma)  
Fall 1978 Enrollment: 19,329

	1976-77	1977-78	1978-79
Number of teachers	1,091	1,159	1,174
Total number of teacher days taught (@ 180 days)	196,380	208,620	211,320
Number of substitute days	7,560	8,024	8,519
Absence percentage	3.85	3.84	4.03
Total cost	\$181,655	\$208,634	\$238,546
Cost per teacher day taught	\$ 1,009	\$ 1,159	\$ 1,325
Cost per substitute day	\$ 24.03	\$ 26.00	\$ 28.00

## EX 26

EASTON AREA SCHOOL DISTRICT (Easton, Pennsylvania)  
Fall 1978 Enrollment: 7,987

### Number of Days Absent, 1978-79 (As of 6/8/79)

Reading Spec.	12.87	Art	9.00
Home Ec.	12.60	Ind. Arts	8.83
1st Grade	11.91	Bilingual/ESL	8.75
Guidance	11.09	3rd Grade	8.25
Music	10.73	6th Grade	7.94
English	10.33	For. Lang.	7.58
2nd Grade	10.08	Adm. Intern	7.50
Reading Reg.	10.00	Soc. Stud.	7.38
Ad. P. Ed.	9.75	Math	7.01
Title I	9.75	Science	6.80
Librarians	9.59	Nurses	6.31
5th Grade	9.45	Bus. Ed.	5.45
Phys. Ed.	9.14	Driver Ed.	5.00
Kindergarten	9.00	Total	8.94
4th Grade	9.00		

## EASTON AREA SCHOOL DISTRICT (Continued)

	<u>Number of Days Absent, 1974-75 to 1978-79</u>				
	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
Sick leave	7.59	6.23	6.49	5.97	6.23
Emergency leave	.79	.64	.71	.77	.78
Personal leave	.99	.90	.92	.92	.86
Other leave	<u>.96</u>	<u>.79</u>	<u>.84</u>	<u>.91</u>	<u>1.06</u>
Total leave	10.33	8.56	8.96	8.57	8.94

## EX 27 NESHAMINY SCHOOL DISTRICT (Langhorne, Pennsylvania)

Fall 1978 Enrollment: 10,414

Teacher Absences

	<u>1977-78</u>	<u>1978-79</u>
Total absence rate	4.9%	4.7%
Average number of days absent per teacher		
Excused absence	2.3	3.1
Sickness	<u>6.8</u>	<u>5.6</u>
Total	9.1	8.7

Teacher Absence Rate, 1978-79

Middle schools	4.7%	September	2.6%
High schools	4.8	June	3.4
Elementary schools	4.9	October	3.9
		November	4.8
Payday Fridays	4.0%	December	4.9
Tuesdays	4.3	April	5.2
Wednesdays	4.6	May	5.2
Thursdays	4.6	March	5.5
Mondays	4.8	January	5.5
All Fridays	6.2	February	6.2
Nonpayday Fridays	6.8		

## TEACHER ABSENCE REPORT, 1978-79

	<u>Elementary</u>	<u>Middle</u>	<u>High School</u>	<u>Travelers</u>	<u>Total</u>
<u>Average Number of Teachers Absent per Day</u>					
Excused absences	3.0	2.9	4.2	0.1	10.5
Sick leave	<u>7.4</u>	<u>4.7</u>	<u>6.6</u>	<u>0.3</u>	<u>18.6</u>
Total	10.4	7.6	10.8	0.4	29.1
<u>Average Rate of Absenteeism per Day</u>					
Excused absences	1.4%	1.8%	1.8%	0.1%	1.7%
Sick leave	<u>3.5</u>	<u>2.9</u>	<u>3.0</u>	<u>1.8</u>	<u>3.0</u>
Total	4.9	4.7	4.8	1.9	4.7



## NESHAMINY SCHOOL DISTRICT (Continued)

	<u>Elementary</u>	<u>Middle</u>	<u>High School</u>	<u>Travelers</u>	<u>Total</u>
<u>Average Rate of Absenteeism</u>					
<u>by Days of the Week (Combined</u>					
<u>Excused Absence and Sick Leave)</u>					
Monday	4.9%	4.8%	4.9%	3.3%	4.8%
Tuesday	4.7	4.4	4.2	0.9	4.3
Wednesday	5.0	4.5	4.5	1.5	4.6
Thursday	5.0	4.4	4.6	2.3	4.6
Friday					
Total	6.8	6.3	6.0	1.1	6.2
Payday	3.6	4.2	4.5	1.7	4.0
Non-payday	7.5	6.9	6.7	0.5	6.8

Note: Travelers category includes all teachers who travel between two or more buildings. Excused absence includes school business days, absence without pay days, and days off due to death in the family.

## EX 28 GRANITE SCHOOL DISTRICT (Salt Lake City, Utah)

Fall 1978 Enrollment: 57,164

### TEACHER USE OF SICK LEAVE BY MONTH 1974-1979

(1974-1978 includes days used by teachers, librarians, counselors, psychologists, social workers, nurses. 1978-79 includes days used by all contract employees paid from teacher salary schedule.)

End of Month Payroll on Which Absences Were Reported	Days Reported 1974-5	Days Reported 1975-6	Days Reported 1976-7	Days Reported 1977-8	Days Reported 1978-9
July	9.0	0	0	0	3.0
August	0	0	0	0	0
September	284.5	263.7	347.0	318.5	422.5
October	986.8	1287.5	1597.0	1753.3	1720.2
November	1676.5	1677.0	1651.0	1650.2	1598.3
December	1081.5	1412.0	1345.5	1917.5	1745.1
January	1238.3	1654.5	2028.8	2143.5	2190.5
February	3047.0	2835.8	2615.3	2086.4	2045.5
March	1652.0	2866.0	2353.9	1795.0	2323.2
April	1591.0	2438.5	2306.5	2246.5	1790.3
May	2181.3	2010.5	1909.0	1933.2	1959.7
June	776.0	867.5	755.0	546.5	501.5
TOTAL DAYS REPORTED <sup>1</sup>	14,523.9	17,313.0	16,909.0	16,390.6	16,299.8
NUMBER OF CONTRACT TEACHERS <sup>2</sup>	2735	2732	2777	2800	2876
AVERAGE DAYS REPORTED PER CONTRACT TEACHER	5.31	6.34	6.09	5.85	5.67

<sup>1</sup>Tally of days used was taken from Payroll Monthly Lists of Days Absent by the Social Research Corporation for 1974-5 and by the Office of Information Services for 1975-6, 1976-7, 1977-8, and 1978-9.

<sup>2</sup>Number of contract teachers was taken from Frequency Distribution Reports dated 2/7/75, 1/12/76, 3/18/77, 3/7/78, and 1/18/79. This figure represents number of contracts on the payroll on these dates, not FTE.

**EX 29** ROANOKE COUNTY-SALEM CITY SCHOOLS (Salem, Virginia)  
Fall 1978 Enrollment: 19,500

Average Number of Days Absent per Teacher, 1978-79  
(Due to Sick Leave and Personal Leave)

Mt. Pleasant	14.26	Hidden Val. Jr.	6.42
Cave Sp. Elem.	10.91	Voc. Tech.	6.32
Fort Lewis	10.87	William Byrd High	6.29
Mt. View	10.49	Burlington	6.23
South Salem	10.18	Oak Grove	6.22
Northside Jr.	9.90	RCOS	6.03
Southview	8.98	Masons Cove	5.94
G. W. Carver	8.61	Glenvar Jr.	5.54
Cave Sp. Jr.	8.24	West Salem	5.13
Hardy Road	7.84	Conehurst	4.52
William Byrd Jr.	7.61	East Salem	4.49
Mt. Vernon	7.44	Roland E. Cook	4.29
Northside High	7.34	Clearbrook	3.82
Penn Forest	7.29	Catawba	.80
Back Creek	7.27		
Green Valley	7.25		
Glenvar Elem.	7.13	<u>Totals</u>	
Andrew Lewis Jr.	6.85	All employees	7.42
Glen Cove	6.84	Teachers	7.32
Salem High	6.72	Aides	8.11
Bent Mtn.	6.50	Secretaries	8.58
Cave Sp. High	6.48	Janitors	7.41
Pinkard Court	6.43	Cafeteria employees	6.77
East Vinton	6.43		

**EX 30** MILWAUKEE PUBLIC SCHOOLS (Milwaukee, Wisconsin)  
Fall 1978 Enrollment: 96,922

TWENTY-EIGHTH ANNUAL REPORT  
OF  
ABSENCES CHARGED TO SICK LEAVE FOR  
MILWAUKEE PUBLIC SCHOOL EMPLOYEES 1978-79

Sick leave allowances for eligible employees provide:

1. An annual allowance of 12½ days for 10-month and 15 days for 12-month employees, of full-pay absence for personal illness, illness in the immediate family, emergency, and maternity disability.
2. Unused days of sick leave may accumulate to a total of 145 full-paydays for 10-month and 150 full-paydays for 12-month employees, followed by an unlimited total of days at half pay.
3. Two days of personal leave, deductible from sick leave, may be used for certain specific emergency reasons.

The above allowances are deductible from accumulated sick leave. In addition, up to three days at full pay may be allowed for family funeral absence, up to 80 days for disability arising from an injury on the job, and disability arising from an assault. The days of absence for these causes are recorded below for informational purposes but are not deducted from sick leave allowances, nor included in the sick leave figures.

## MILWAUKEE PUBLIC SCHOOLS (Continued)

SUMMARY OF SICK LEAVE ABSENCE DATA

	<u>Classified Employees</u>	<u>Certificated Employees</u>	<u>Total</u>
Days of Personal Illness	33,232	51,060	84,292
Days of Family Illness	2,203	2,478	4,681
Emergency Days	998	1,594	2,592
Maternity Disability	258	3,557	3,815
Total	<u>36,691</u>	<u>58,689</u>	<u>95,380</u>
Number of Employees Eligible	4,738	7,194	11,932
Average Number of Days Paid			
Sick Leave Per Capita for 1978-79	7.74	8.16	8.00
(As Compared with 1977-78)	7.76	8.13	7.98
<u>Other Absences (Not Charged to Sick Leave)</u>			
Days of Funeral Absence	1,282	1,565	2,847
Days of Industrial Accident Absence	4,043	1,450	5,493
Days of Assault Absence	50	237	287
Total	<u>5,375</u>	<u>3,252</u>	<u>8,627</u>
Pay Received for Sick Leave	\$1,636,020	\$5,464,889	\$7,100,909
<u>Substitute Pay</u>			
Cost of Substitutes	\$ 749,438	\$3,570,934	\$4,320,372
Cost of Hourly Payments to Full-Time Staff	---	720,661	720,661
<u>Payments Made for Other Absences (Not Charged to Sick Leave)</u>			
For Days of Funeral Absence	\$ 59,502	\$ 153,287	\$ 212,789
For Days of Industrial Accident Absence	210,319	132,354	342,673
For Days of Assault Absence	1,833	23,390	25,223
Total	<u>\$ 271,654</u>	<u>\$ 309,031</u>	<u>\$ 580,685</u>
<u>Extent of Sick Leaves</u>			
	<u>No. of Employees</u>	<u>Percent</u>	
Employees Who Used <u>No</u> Sick Leave	1,201	10	
Employees Who Used .1-5.0 Days Sick Leave	4,280	36	
Employees Who Used 5.1-10.0 Days Sick Leave	3,600	30	
Employees Who Used 10.1-15.0 Days Sick Leave	1,824	15	
Employees Who Used 15.1-30.0 Days Sick Leave	790	7	
Employees Who Used 30.1 or more Days Sick Leave	<u>237</u>	<u>2</u>	
Total Number of Employees Eligible for Sick Leave	11,932	100%	

October 1979



## Local School System Recommendations for Controlling Teacher Absenteeism

### EX 31 PASADENA UNIFIED SCHOOL DISTRICT (Pasadena, California) Fall 1978 Enrollment: 23,491

[Reprinted from: *Potential Strategies for Controlling Excessive Teacher Absenteeism*, by Peter F. Hagen, Research Report No. 78/79-06, Office of Statistics, Pasadena Unified School District, March 1979, pp. 22-29.]

#### CURRENT ABSENTEEISM CONTROL PRACTICES AND THEIR EFFECTIVENESS

As nearly as can be determined, "control" of absenteeism is currently nonexistent within the Pasadena Unified School District. The actual "recording" and "reporting" functions, which are a subset of the functions of control, appear to be well established and operational. The term "control" implies a series of functions which are conducted in sequential order. These functions are:

- Measurement of "what is"
- Feedback to operating managers concerning "what is"
- Comparison by managers to "what ought to be"
- Correction by operating managers to bring actual performance into line with "what ought to be"

Thus, within the district, each school or department manager faithfully records and reports staff absenteeism to the payroll department to ensure correct salary computation. However, no system currently exists to feed back the absentee information to the appropriate managers in a form that will allow them to monitor routinely their school or department's performance in relation to other comparable schools or departments, or to compare their performance to some predefined standard of performance.

#### HOW SHOULD THE PROBLEM BE APPROACHED?

What is needed at this point is a conceptual understanding of the nature of "control" and how the concept might be applied to absenteeism among employees.

#### Conceptual Structure

Unfortunately, the term "control" has developed a bad reputation. It smacks of negativism and repression of so-called "normal" behavior. Webster defines "control" as follows: "To check or regulate, as payments; to keep within limits, as speed." This definition catches the essence of what control is all about. Managerial control, which is the type of control that is of interest in this discussion, is effective only when it guides someone else's behavior--in this case, the absence behavior of classroom teachers. To be successful, control must be future-oriented and dynamic (changeable) in nature. Accordingly, a principal or department head should be able to monitor the following for each of the employees under his/her supervision:

- Total accumulated absences
- Pattern of absenteeism

In addition, the principal or department head should have knowledge of the results desired by his/her immediate supervisor, whether it is the director of education or the superintendent of schools. The principal should also receive feedback of actual absenteeism in a timely manner so that it can be predicted if pre-determined standards (or "pars," as in golf) will be achieved at year's end.

## PASADENA UNIFIED SCHOOL DISTRICT (Continued)

Finally, the principal or department head needs techniques at his/her disposal to encourage compliance with preestablished standards. In the best case, if the system were well designed, desire for compliance would reside within the individual classroom teacher himself/herself, thus freeing the site manager from having to exert punitive measures for noncompliance.

This transfer of compliance monitoring from the supervisor to the classroom teacher can be accomplished by providing a positive incentive, i.e., positive reward system, to the teacher for compliance with the preestablished standards. Increased leisure time, increased pay, more classroom supplies, freedom from peripheral duties, all can act as positive incentives.

Practical Implications

Translating theoretical conceptualizations about an uncontrolled variable into the day-to-day reality of a control system is sometimes difficult. This is especially true in complex, interdependent dynamic situations. Here, however, we are examining a rather simple, straight-forward type of behavior--the daily attendance of an employee. To be sure, the psychological variables motivating good or poor attendance are complex and for the most part unknown, but the overt behavior manifested is simple and observable--the employee is either present or absent from work.

Accordingly, three phases of control will be introduced. Each phase is more complex and costly than the earlier phase. However, the potential for improvement of classroom teacher attendance increases with each successive phase. The elements required of each phase have, for the most part, already been introduced during prior discussion.

## PROPOSED NEW CONTROL SYSTEM(S)

Strategically, a decision must be made by the superintendent and board of education that staff absenteeism is a concern and a problem. Once this decision has been made, it must be communicated to all management personnel and, most importantly, to all certificated teaching personnel. In the communication to each teacher, cost information and absenteeism patterns (high on Monday, low on Thursday, and highest on Friday) should be discussed, along with an appeal for a more concerted effort to attend work. At the initial stages, it might be best to refrain from mentioning the possibility of contests, prizes, or rewards for good attendance; but this is a possibility that can be considered at a future time.

Phase I--Collection and Display of Absenteeism Data

After the administration is sure that the "word has reached the troops," it is recommended that a computer program be developed to compile absence data quickly by school and department on a monthly basis. This attendance report would be sent to each principal for posting on the bulletin board of the faculty lounge. The format might be a simple histogram showing all K-4, 5-7, 8, 9-12 schools side by side. The idea is to instill a spirit of competition into each school's teaching staff. In this way, it is hoped that human nature would take over and overt rewards for attendance would not be needed.

After the 1977-78 and 1978-79 absence data are compiled and added to the existing data base, it will be possible to establish baseline absenteeism performance of each school's teaching staff. This information will be available by September 1979.

It is recommended that the 1979-80 school year should be used as a trial year to test the effectiveness of the Phase I control proposal, i.e., feedback and display of information of comparable schools. In other words, collection, feedback, and display of attendance data for all school sites should be piloted for an entire school year. During the summer of 1980, a comparison should be made between 1979-80 performance and prior baseline absenteeism rates. This might be considered a form of "post-action control."

Phase II--Teacher and Principal Evaluation

If the results of the evaluation indicate that no reduction has occurred in the overall rate of absenteeism, or at least in the Monday/Friday profile of high absenteeism, Phase II should be considered for the 1980-81 school year. Phase II involves the inclusion of an individual teacher's



previous absenteeism pattern as one additional variable in a teacher's goal-setting conference with his/her principal. Goal-setting occurs early in the year and an evaluation conference occurs toward the end of the year. By reviewing and highlighting with their supervisor an individual teacher's pattern of absenteeism, it should become obvious to both teacher and principal that the district is concerned about bringing excessive absenteeism under control.

Similarly, when principals receive their evaluations by their supervisors, the absenteeism for each principal's school will be reviewed and mutual goal-setting of "pars," or standards of acceptable performance, should be set for the upcoming year based on previous performance of the principal's staff. Thus, it will be possible to introduce the concept of "steering controls" wherein results are predicted and corrective action is taken before the total program is over. By continuing to provide the principal with monthly feedback and by having preestablished comparable "pars," the principal can begin to monitor and control the absentee situation at his/her school. It must be remembered that the chief purpose of all controls is bringing actual results as close as possible to desired results; steering-controls provide a mechanism for corrective action while the actual results are still being shaped.

The proposals thus far advanced have cost relatively little in additional district funds. The proposals merely involve new computer programs and additional management time. Naturally, time is money, but thus far we have been considering a reallocation of available time. In Phase III we introduce the concept of physically rewarding personnel for good attendance.

#### Phase III--Joint Development of a Positive Incentive Plan

If the results of both Phases I and II are judged to be unacceptable during the summer of 1981, the allocation of additional resources to save money currently expended on classroom teacher substitutes must be considered.

It is recommended that the Board of Education instruct both management and teacher union personnel mutually to design a reward structure for teachers. Involvement of both the union and management should insure acceptance by teacher personnel. The reward structure could take many forms such as additional pay or free time. The exact nature of the reward is unimportant as long as it motivates teachers to demonstrate good attendance.

In order to safeguard taxpayer resources, the control program designed for Phase III should be tried on a one-year pilot basis. A joint evaluation by management and union personnel should then be conducted with a formal report of results presented to the Board of Education. Only then, if and when the program to control staff absenteeism is judged successful, should it be made a permanent part of the district's ongoing operating procedures.

#### IMPLICATIONS OF PROPOSED MONITORING AND CONTROL SYSTEM

The proposals (phases) made to bring excessive teacher absenteeism under control contain a number of implications for the district.

1. Gradualism is emphasized. The proposals involve a three-year period of implementation and make use of six prior years of available absenteeism data. Further, each proposal from Phase I to Phase III involves progressively more staff time and effort. Neither Phase II nor Phase III will be begun if Phase I proves successful. Similarly, the additional resources required as rewards in Phase III will not be used if Phase I or Phase II prove successful.
2. Economy of resource utilization is maximized by following the three-phase sequence--see number 1 above.
3. "Human nature" is considered in each control proposal and the design of the control system tries to make allowance for the "natural behavior" of teachers and managers.
4. Results are judged on an objective basis. Subjective scoring of "success" is not a factor in any of the three control phases advocated.



## PASADENA UNIFIED SCHOOL SYSTEM (Continued)

5. Simplicity and ease of monitoring are also key features of each control phase.
6. Throughout the proposals, attempts have been made to "internalize" the locus of control within individual classroom teachers themselves. This greatly reduces annoyance and frustration with "petty, nitpicking rules" created by management.

The implications of these features can be generalized to other aspects of the ongoing activities of the district. Generally speaking, when viewed with a detached, objective perspective, many areas of district operations suffer from a lack of:

- Monitoring of ongoing activities
- Control of high cost variables
- Evaluation of efficiency of operations

This has occurred, in part, because public education does not enjoy the stimulation provided private industry by "competition." Thus, we have no incentive to run a lean, highly efficient operation the way private industry is forced to.

In order to recover taxpayer trust and support for public education, I submit that monitoring, control, and evaluation must become integral parts of all aspects of our daily operations.

## EX 32 DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT (Des Moines, Iowa) Fall 1978 Enrollment: 34,268

[Reprinted from: *Staff Absences: Where Do We Stand?* by Howard H. Ebmeier, Department of Evaluation, Des Moines Independent Community School District, April 6, 1979, pp. 24-28.]

### A Model for Reducing Absenteeism

From a review of the data from this study as well as extant research, it seems clear that employee absenteeism is increasing significantly and is a major concern of management. Equally clear from the research is that random attempts to alter excessive employee absenteeism rarely meet with sustained success. One of the reasons for this lack of stable success may be that many of these programs lacked a conceptual basis for deciding which intervention strategy or series of strategies to select in a given situation. Thus, many school districts have enacted personnel policies that have opposite effects on absenteeism. For instance, unlimited illness leave, which is designed to encourage employees to save leave days, tends to interact with the retirement age restrictions. This results in a dramatic increase of illness leave immediately prior to retirement. In effect, this amounts to rewarding employees who are conservative in their use of illness leave up to about the age of 55 then removing the reward by not reimbursing an employee for unused illness leave upon retirement.

From a review of data from this study as well as more theoretical investigation it seems clear that to devise a consistent and comprehensive plan to regulate employee absenteeism five factors need to be considered.

Factor 1: The Entering Behavior of an Employee--In essence, an employee's predisposition toward work in general, toward its purpose, and toward a specific job has a significant bearing on his/her absenteeism record. Employees who feel their job is important, derive satisfaction from working, and have consistently been rewarded for good attendance will naturally have low absenteeism rates. Much of this early training is beyond the reach of the Personnel Department; however, certain specific actions can be taken to ensure that only people with strong work records are employed, and that the current staff's work responsibilities and reimbursement plans are so

## DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT (Continued)

structured as to ensure job satisfaction and healthy development of interpersonal relationships. (Several good sources exist concerning this topic, chiefly *The Handbook of Organizational Behavior*.)

These techniques might include, but are not limited to, the following:

- Check of prospective employee's previous attendance records or school attendance figures before employment
- Use of a personality screening device to identify prospective employees with a positive work ethic
- Development of programs designed to increase both job efficiency and job satisfaction
- Development of programs designed to build interpersonal relationships among work colleagues
- Careful assessment of the reinforcement system used to encourage work attendance (e.g., accrual of leave may be desirable for employees below the age of 55 but may not be an effective reward for older employees).

Factor 2: Alerting--This process ensures that employees are informed that absence records are important and that absence requests and occurrences will be closely monitored. The practice of merely informing employees of the types of absence leave available and the circumstances under which each type might be used does not seem sufficient. More emphasis needs to be placed on each employee's responsibility for good attendance than is typically found in many school districts. Clearly, before an employee can be expected to change his/her behavior pattern he/she must know what pattern management expects. The alerting process tells the employee what management considers important and, in effect, notifies the employee of consequences that will occur following certain behavior patterns. Typical ways in which the alerting function might be enhanced are:

- Periodic announcements concerning the leave policy, amount of leave taken over a given time period, and areas which need improvement
- Increased emphasis on good attendance by supervising employees
- The construction and use of feedback devices to notify employees of absences, which ultimately remind the staff of the value that is being placed on good attendance.

Factor 3: Checking--This process ensures the active monitoring of absenteeism records. This active checking tends to focus a supervisor's attention on absenteeism trends which eventually serves as the basis for short-term action. Absenteeism records should be maintained at the building level to ensure that administrators take a personal interest in absenteeism trends. Summary records should also be maintained at the central office to obtain overall statistics for all educational units and categories. A computer can be utilized as a record-keeping device for overall statistics and to provide periodic reports and yearly projections; however, individual building statistics should probably be maintained by hand calculations, since that method provides closer contact between the building administrators and the data.

Factor 4: Accountability--This process ensures that an employee is made responsible for absences. The focus of all policies in this area should be to make it as difficult as possible for an employee to take an unjustified absence. Attempts by private industry and the public service sectors to increase employee accountability have generally focused on increasing the amount of direct contact between management and the employee reporting an absence. For instance, one method of increasing direct contact with which others have had success is requiring the employee to report absences directly to the supervisor who evaluates the employee. For example, a Pennsylvania study\* found that the most effective policy in reducing absenteeism appeared to be

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\**Teacher Absenteeism*. Harrisburg: Pennsylvania School Boards Association, 1978.



## DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT (Continued)

requiring teachers to speak directly to the principal when reporting off work. The least effective method was using an answering service. In addition to contact the employee's evaluating supervisor to report an absence, it seems equally important that a direct link be made between employee and supervisor. For instance, the effect of allowing the employee's spouse to report an absence results in a reduction of the level of accountability and should, therefore, be avoided.

Factor 5: Follow-up--This three-phase process consists of follow-up activities during an absence, immediately after the employee returns to work, and over the year(s), when warranted. The follow-up is not important in itself, but rather acts as critical support to the alerting, checking, and accountability processes previously described. For instance, having a supervisor or nurse personally contact an employee who has reported absent serves to *alert* the employee that management is concerned about absences, that the employee will be held *accountable* for the absence, and that management is *checking* or verifying reported reasons for absences. If the follow-up function is carried out, there seems little likelihood that an employee would report an illness absence and then go shopping.

Equally important is the positive aspect of the follow-up function where employees who take few absences are rewarded. Whether or not this reward is recognition, extra vacation, accumulation of absence leave, or other means is not important--as long as the reward system serves to lower an individual's absence rate. The key seems to be anticipating the employee's reward structure and devising the follow-up function accordingly.

The best way to reduce absenteeism rates seems to be to focus simultaneously on all five areas and try to devise a program that maximizes each process. Naturally, local exigencies must be considered when devising such a program and it is unlikely that it is possible or even desirable to actually maximize each process. Yet the goals of any program designed to reduce absenteeism still remain the same--understanding the entering behavior of employees, alerting employees that absence records are important, checking absenteeism records, holding employees accountable, and following-up on staff absences. Anything less than a comprehensive approach is not likely to produce the desired results.

#### Recommendations

Based on the results of this study along with a review of extant research, the Department of Evaluation recommends the following action be taken:

1. The Department of Personnel should carefully review the results of this study to isolate employee groups that are using more absence leave than acceptable. Specific short-range plans should then be formulated to control absenteeism in these groups until a permanent plan can be devised.
2. The Department of Personnel, in cooperation with other departments, should carefully design a written long-range plan to reduce total staff absenteeism. This plan should be balanced and should consider each of the five factors previously mentioned. Long-range and short-term objectives should be written to operationalize this plan and an evaluation component should be included to monitor the plan's effectiveness.
3. The Department of Personnel should develop a system which can produce descriptive statistics concerning various kinds of absence by different categories of employees on a monthly and yearly basis as was done for this study. This should be done by working with the Payroll Department to correct and update the computer programs currently used to compile salary information and illness leave. The department should not establish its own separate computer record-keeping system to account for absence leave since it would be an expensive duplication of effort. Rather, the Personnel Department should use the information compiled by the Payroll Department. If it becomes necessary to combine information from the Personnel Department's employee files with Payroll's employee files, then a merge can be accomplished if both files have included an employee's social security number on each record.



## DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT (Continued)

The updating and modification of Payroll's computer program should be made to ensure that bereavement, personal business, educational, and emergency leave are included in each employee's record. In addition, arrangements need to be made to ensure that these leave categories are systematically entered into the computer when update runs are being processed. All of the above should be arranged with Mid-Iowa Educational Computer Center.

After the file has been updated, a computer tape copy should be made (and permanently stored) and descriptive statistics compiled from data on tape. Computer programs to compile these statistics should be written in SPSS by AEA 11, since they have more expertise in statistics than Mid-Iowa and they are more economical. The Department of Evaluation will be happy to facilitate these recommendations.

## EX 33 BIRMINGHAM PUBLIC SCHOOLS (Birmingham, Michigan)

Fall 1978 Enrollment: 11,100

[Reprinted from: Inter Office Memo to Administrative Council Members, from James Liddle, Director of Personnel, regarding Employee Absences, October 16, 1978.]

During the evaluation workshop in August, a number of questions were posed related to absenteeism. It was suggested that we review and update the plan which was developed in 1974 to reduce teacher absences.

Attached, you will find the revised plan. I have recommended that it be given immediate implementation.

### PLAN FOR REDUCTION OF TEACHER ABSENCES (1978-79 School Year)

#### I. Conduct Information Campaign

##### A. Purposes:

1. To communicate to teachers that the intent of sick leave is to provide a form of income protection insurance. It is not a fixed number of days which can be used each year.
2. To advise teachers that because the BEA/Board Sick Leave Bank may not have sufficient days to cover all extended absences, it is increasingly important for teachers to maintain an ample number of accumulated sick leave days.
3. To clarify the reasons for which sick leave days may and may not be used.
4. To emphasize the importance of regular teacher attendance, stressing the shortage of substitute teachers and the impact on the instructional program when the regular teacher is not present.
5. To inform teachers that the administration will take action toward teachers who have excessive absence rates and where there is reason to suspect that sick leave is being misused or abused.

##### B. Procedures:

1. Principals should distribute a bulletin to teachers at a staff meeting and discuss the contents of the bulletin. (A copy of the bulletin is attached.)

## BIRMINGHAM PUBLIC SCHOOLS (Continued)

2. Principals should hold individual meetings with teachers who need, in the judgment of the principal, reinforcement of the information presented in the bulletin.

II. Monitor Absenteeism and Provide Follow-Up

- A. The personnel department should continue to provide principals with the following information regarding absences:
  1. Biweekly and quarterly absence reports.
  2. Annual report showing total absences of each [teacher] for each reason. (Principals have received an annual report for the last four years.)
- B. Each principal should develop a plan to reinforce the importance of regular attendance. Examples of activities which principals are expected to engage in are:
  1. Counseling of teachers in circumstances such as the following (conferences to take place via telephone on the date of the teacher's absence and/or at a meeting upon the teacher's return):
    - a. When a teacher has developed a pattern of incidental absence (for example, frequent absences on Monday, or nonpayday Friday).
    - b. When a teacher is frequently absent for "illness" on inclement weather days.
    - c. When a teacher is frequently absent for "illness" on days before or after holidays or vacation periods.
    - d. When a teacher is absent on certain "special days" (for example, opening day of hunting or baseball season).
    - e. When a teacher who appeared to be in robust health the previous day is absent for illness.
    - f. When a teacher has reported an absence for illness for more than one day.
  2. Requiring some teachers to contact the principal by 9:00 a.m. on the day of the absence. This requirement would be imposed in situations where individuals have previously been absent more than "x" days that year or when the principal has reason to suspect that the teacher may be abusing sick leave.
  3. Requiring teachers to provide proof of illness or business emergency for any "questionable" absences.
  4. Considering absence rates of individual teachers prior to approving release time for inservice training and conference attendance.
  5. Implementing corrective disciplinary measures when appropriate.

BIRMINGHAM PUBLIC SCHOOLS  
 Personnel Department  
 September 20, 1978

INFORMATION REGARDING COMPENSATED ABSENCES

During the 1973-74 school year, a joint BEA/Administration committee made a complete study of compensated absences of teachers and made a number of recommendations. One recommendation called for the administration to provide information to teachers in order to clarify the purpose and intent of the sick leave policy. Another recommendation was for the administration to improve corrective disciplinary measures in instances where the sick leave policy is being abused. Because it has



## BIRMINGHAM PUBLIC SCHOOLS (Continued)

been some time since these recommendations were implemented and because absenteeism continues to be a problem of considerable magnitude, principals have been asked to distribute and discuss this bulletin. (It should be emphasized that the vast majority of staff members are very conscientious and are absent only when absolutely necessary. This effort to provide information is to assure that staff members: (1) have an accurate understanding of sick leave policies, and (2) are aware that principals are expected to enforce strictly sick leave policies.)

In 1977-78, approximately 8% of the average student's school time was supervised by substitute teachers. Even when fully qualified and competent substitute teachers are available, the unique nature of the teaching/learning process is such that time lost with students when the regular teacher is absent can never be fully regained.

Teachers have an obligation to students, the community, and the profession to be present whenever possible. Extraordinary effort should be expended to arrange personal obligations so that they do not conflict with the teacher's primary responsibility to be in the classroom with students.

Sick leave days are provided as a form of income protection insurance. Teachers should not be in the classroom when they are ill. Teachers may also have unavoidable personal business or family obligations which justify absences.

Sick leave days may be utilized when a teacher is ill, injured, or under quarantine. They may not be utilized for routine medical and dental appointments, rest and relaxation, cosmetic surgery, or for other similar purposes.

Sick leave days may be used for serious illness in the immediate family, when the teacher's presence is required. (A reasonable number of days may be utilized to make arrangements for the care of family members who are ill. Sick leave days may not be used to care for family members who are not seriously ill or to take family members for routine medical and dental appointments.)

Three sick leave days may be used annually for personal business as defined in the Agreement Between the BEA and the Board (Article XVII, Section C). It should be noted that personal business days may be used when an event or condition requires the teacher's presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session.

Administrators have an obligation to staff, students, and the community to assure that teachers are absent only when absolutely necessary. Pursuant to that obligation administrators are expected to:

1. Assure that sick leave days are taken for appropriate reasons only.
2. Encourage individuals who are frequently absent for self-treated illnesses to seek professional treatment.
3. Require individuals who are absent for questionable reasons to provide proof of illness or business exigency.
4. Institute disciplinary action if and when individuals are found to be abusing the sick leave policy.

## EX 34 NESHAMINY SCHOOL DISTRICT (Langhorne, Pennsylvania)

Fall 1978 Enrollment: 10,414

In a letter accompanying his completed ERS *Survey on Teacher Absenteeism*, Harry P. Jones, Assistant Director of Personnel, noted that the Neshaminy School District has worked to reduce employee absenteeism over the years. Specific measures taken include:



## NESHAMINY SCHOOL DISTRICT (Continued)

1. Keeping detailed records on staff absenteeism.
2. Publicizing staff absences in our schools. This is done by school, reasons for absences, and days of the week on a total basis. Individual records are not publicized.
3. Noting the individual staff member's attendance record on his/her final evaluation for the year.
4. Requiring doctor's notes after five consecutive days of illness or when a pattern of absences develops.
5. Using attendance records as a criteria for considering special requests for employee absence either with or without pay.
6. Establishing the control of staff absenteeism as a district goal for all administrative staff.
7. Recognizing employees with good attendance records.

## EX 35 MILWAUKEE PUBLIC SCHOOLS (Milwaukee, Wisconsin)

Fall 1978 Enrollment: 96,922

[Executive Summary reprinted from: *An Approach to Improving the Administration of Sick Leave. A Report to the Milwaukee Public Schools in the Control of the Abuse of Sick Leave*, by Arthur Young & Company, Milwaukee, Wisconsin, January 1980. Reprinted with permission.]

The Executive Summary is intended to provide a concise and nontechnical description for those individuals interested in obtaining an overview of the study of sick leave administration. The body of this publication, the Technical Report [not reproduced here], contains detailed data and descriptive information which supports our findings and recommendations. The Executive Summary, like the Technical Report, is divided into sections which describe:

- Project Methodology,
- Findings and Observations,
- Recommendations.

### Project Methodology

A variety of approaches were used to clarify the nature and extent of sick leave use, to probe for the potential causes of abuse, and to identify various means to obtain improvements. We sought input from a wide variety of sources within the system and from other school systems. Specifically, we collected and analyzed various MPS documents to provide a foundation for understanding the issue. We conducted personal and group interviews with central office administrators, building principals, and employee bargaining unit representatives to solicit their views and suggestions. We also solicited the opinions and advice of other school systems which had initiated absenteeism control programs. We reviewed and evaluated published literature and research. In addition, we conducted a survey of employee attitudes regarding the use of sick leave in a sample of schools within the system. A detailed explanation of each of these activities is provided in Section II of the Technical Report.

### Findings and Observations

The observations and conclusions which emerged from the various work steps tend to reinforce one another. While our specific detailed findings are set forth in Section III of the Technical Report, there are several general observations which can be made:

## MILWAUKEE PUBLIC SCHOOLS (Continued)

- The amount of sick leave used is not a measure of the amount of illness in the employee group.
- There is a lack of knowledge as to the real extent of any sick leave problem.
- There is not a uniform, system-wide application of procedures and forms to monitor and control sick leave.
- The existing rules of the School Board and the provisions of the various labor agreements stipulate the potential consequences of misusing sick leave and provide for management action.
- The immediate supervisor can have the strongest role in controlling absenteeism.
- Supervisors, as a general rule, do not require employees to contact them directly either before an absence or when returning from an absence.
- The current procedures for administering disciplinary action for sick leave abuse are inadequate and difficult to use.
- Administrators do not have the data or training they need to control sick leave abuse.
- When compared with other school districts, the utilization of sick leave within MPS is not alarmingly high. Sick leave use by aides is growing rapidly. Central office administrators have reported that industrial accidents have also increased dramatically.
- There is little system-wide emphasis on the necessity of good attendance.
- There appear to be five broad reasons why an employee would abuse sick leave:
  - Lack of appropriate administrative control,
  - The nature of the job,
  - The nature of the work environment,
  - The attitude that sick leave is an earned and deserved time off,
  - Lack of incentive for not using sick leave.

Recommendations

Our Technical Report provides a number of recommendations that should improve the control of sick leave misuse and abuse. We believe that the general thrust of any effort ought to be positive. Rather than restrict the benefits available to all employees, effort should be directed toward problem groups and individuals. A summary of our recommendations is provided below:

- Improving the communication of existing policies.
  - All employees must be informed of sick leave policies and management's rights and responsibilities under those policies.
  - Building principals must be provided more direct communications.
- Improving the overall enforcement of the existing sick leave policy.
  - Management training must be provided to those in the position to supervise attendance.
  - Procedural changes must be made in the areas of:
    - .. Notification of an absence should go directly to the building principal;
    - .. Verification and follow-up by building principals should be more frequent;
    - .. The investigation and processing of industrial accidents must be clarified;
    - .. A procedure for absence reimbursement approval must be installed;

## MILWAUKEE PUBLIC SCHOOLS (Continued)

- .. Recordkeeping at the building level must occur;
  - .. Discipline alternatives for offenders must be developed;
  - .. Performance evaluation forms must be changed to place greater emphasis on attendance.
- To assure positive results from the management training and the procedural changes, alterations need to occur in Central Administration. These include:
- .. Realignment of the posture of MPS relative to the employee bargaining units to achieve a mutually cooperative stance toward abuse of sick leave;
  - .. Revision of the format and timing of computer reports;
  - .. Increased responsibilities for Administrative Services Supervisors regarding attendance levels within their respective schools.
- Improving the overall emphasis upon good attendance.
    - An effort must be made to emphasize that attendance is important and to inform all personnel of the system's philosophy regarding absence.
    - Positive incentives for having good attendance must be provided. Employees who have achieved outstanding attendance records should be recognized and rewarded in tangible terms.
    - Buildings or units which perform well should be rewarded.
  - Improving the work environment or quality of work life.
    - A cooperative effort to investigate and improve the quality of work life in some units must be begun.
    - Quality of work life, employee performance, and student achievement should be studied jointly.
  - Improving the benefits available for long-service older employees.
    - Age is sometimes accompanied by health complications for a misfortunate few. Special provision should be considered for senior personnel with a record of good attendance.

The recommendations are each explained in greater detail and specific action steps are outlined in Section IV of our Technical Report.

We do not believe that these recommendations provide a "magic" solution which will solve all sick leave use problems. It is obvious to us that only a comprehensive and sustained approach can have any lasting and positive effect.



Program for Recognizing Outstanding Teacher Attendance

EX 36 JACKSON PUBLIC SCHOOLS (Jackson, Michigan)  
Fall 1978 Enrollment: 9,998

Sample Letters to Teachers with Outstanding Attendance Records

January 8, 1979

Dear Educator:

I would like to take this opportunity to congratulate you on your outstanding attendance record.

The Board of Education is concerned about employee absenteeism and your record is noted and appreciated.

I would like to take this opportunity also to remind you that a continuation of your excellent record as of December 15 will result in a monetary reward as shown below.

Best wishes for a challenging and successful 1979.

Sincerely,

/s/

Robert N. Eberhart, President

(Beneath the letter is a certificate reading "Keep It Up! No Days Missed \$92.01." Teachers with "only 1 day missed" (\$61.34) and "only 2 days missed" (\$30.67) are sent similar letters with certificates beneath them.)

\* \* \* \* \*

May 25, 1979

M E M O R A N D U M

TO: Conscientious Attender  
FROM: Michael Walls  
SUBJECT: Affirmative Attendance

Congratulations on your excellent attendance record this year. Please be assured that your commitment and dedication have been noted and appreciated by the Board of Education.

If your attendance record continues you will be eligible for an attendance incentive payment as per Article X of the PNA.

Best wishes for a restful summer.

## Local School Board Policies Relating to Sick Leave Abuse

### EX 37 TEMPE ELEMENTARY SCHOOLS (Tempe, Arizona) Fall 1978 Enrollment: 13,029

#### EMPLOYEE LEAVES AND ABSENCES: SICK LEAVE

Paragraph 11. In the event that it can be shown that an employee willfully violated or misused this sick leave policy or misrepresented any statement or condition under this policy, the employee may be subject to dismissal.

### EX 38 PULASKI COUNTY SPECIAL SCHOOL DISTRICT (Little Rock, Arkansas) Fall 1978 Enrollment: 29,834

#### CHAPTER V: CERTIFIED PERSONNEL

##### Section 5.2. Leaves of Absence

Violation of Leave Policy (Adopted 8/10/76). Violation of the leaves of absence policy Section 5.2 as determined by the assistant superintendent for personnel will be considered as breach of contract and will be considered cause for dismissal.

### EX 39 SANTA ROSA COUNTY PUBLIC SCHOOLS (Milton, Florida) Fall 1978 Enrollment: 12,498

#### SECTION 3.23. SICK LEAVE

Paragraph 1. A false claim for sick leave shall be deemed cause for cancellation of the contract and for action seeking revocation of the teaching certificate. Where there is any doubt as to the validity of a sick leave claim, the superintendent shall require the claimant to file a written certificate of illness from a licensed physician or other supporting evidence where personal illness is not involved.

### EX 40 ITAWAMBA COUNTY SCHOOL DISTRICT (Fulton, Mississippi) Fall 1978 Enrollment: 3,205

#### SICK LEAVE POLICY

Paragraphs 4 and 5. Penalty for materially false statement with respect to sick leave policy shall be full deduction from salary for the period in question; also entry of statement on work record.

## ITAWAMBA COUNTY SCHOOL DISTRICT (Continued)

Abuse of sick leave benefits shall result in forfeiture of accumulated or future sick leave. (Optional dental or medical treatment which could without medical risk be provided or performed at a time when school is not in session would apply here.)

## EX 41 CLARK COUNTY PUBLIC SCHOOLS (Las Vegas, Nevada)

Fall 1978 Enrollment: 86,200

## SICK LEAVE--CERTIFICATED EMPLOYEES ON THE TEACHERS' SALARY SCHEDULE

Section VI. Excessive or Questionable Use of Sick Leave.

Immediate supervisors shall periodically review the use of sick leave of all employees working under their supervision. If the review indicates that an employee's use of such leave is excessive, questionable, or not in accordance with the provisions of this regulation, the supervisor shall submit to the Director of Certificated Personnel a report of the review and shall furnish a copy to the employee to have a physical examination or to submit a written certificate from a physician of the employee's choice confirming the necessity of an absence due to illness.

Section VIII. Control of Sick Leave.

Any employee who misuses sick leave shall be subject to disciplinary action. Any dispute regarding such disciplinary action shall be subject to the provisions of Article IV, Grievance and Arbitration Procedure, of the Agreement between the Clark County School District and the Clark County Classroom Teachers' Association.

## EX 42 TULSA PUBLIC SCHOOLS (Tulsa, Oklahoma)

Fall 1978 Enrollment: 55,486

## LEAVE POLICY, CERTIFICATED PERSONNEL: SICK LEAVE

## B. Misuse of Sick Leave Benefits.

In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of sick leave. An employee who abuses the sick leave policy is subject to dismissal or other disciplinary action.

Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence will include any of the following at the direction of the Division for Personnel Services:

1. A physician's statement endorsed by the employee
2. The employee's statement endorsed by the principal or immediate supervisor
3. Copies of claims submitted for insurance benefits
4. Such other information as may be indicated by the circumstances

Appropriate evidence will be submitted:

1. When requested by the principal, immediate supervisor, or Division for Personnel Services
2. When sick leave is claimed on days of unusual or inclement weather
3. When sick leave is claimed on days immediately preceding or immediately following holidays or nonwork days other than weekends
4. When sick leave is claimed during the last four weeks of employment



## Teacher Collective Bargaining Contract Provisions Relating to Sick Leave Abuse

### EX 43 EL MONTE UNION HIGH SCHOOL DISTRICT (El Monte, California) Fall 1978 Enrollment: 6,901

#### ARTICLE 6A: UNAUTHORIZED ABSENCE

An employee is deemed to be on unauthorized absence at such time and on such occasions as the employee may absent himself from required duty hours as defined in this contract.

Unauthorized absence shall constitute a breach of contract, and, therefore, may result in the initiation of dismissal procedures, loss of salary, or such other disciplinary action as may be deemed appropriate. Unauthorized absence of less than one day shall be prorated by the half day and anything over one-half day shall be considered a full day.

Misuse of leave shall result in a pay deduction equal to the scheduled compensation for the actual misused time.

### EX 44 SAN MATEO UNION HIGH SCHOOL DISTRICT (San Mateo, California) Fall 1978 Enrollment: 10,944

#### ARTICLE XII: LEAVES

##### Section 1. General Provisions

Responsibility for Verification of Absence--Employees must verify any absence and must complete such absence reports as may be required by the District. Falsification of such statements shall result in appropriate disciplinary action and adjustment of pay.

### EX 45 SANTA ANA UNIFIED SCHOOL DISTRICT (Santa Ana, California) Fall 1978 Enrollment: 27,990

#### ARTICLE X: ABSENCES/LEAVES

##### Section 2.3. Illness Absence

2.3.5 If a pattern of absences exists or if there is reasonable cause to believe that the unit member is abusing the use of sick days, the Employer/Employee Relations Office may require the unit member to provide additional certification of such absences.

**EX 46** HILLSBOROUGH COUNTY PUBLIC SCHOOLS (Tampa, Florida)  
 Fall 1978 Enrollment: 112,552

ARTICLE 13: LEAVES

13.1. Absence from Duty (Illness or Personal Leave)

13.1.2 All absences from duty must be excused. Teachers who are willfully absent from duty without leave or misrepresent the cause of absence, shall forfeit compensation for the time of such absence, and their contract shall be subject to cancellation by the Board.

**Payment for Unused Accumulated Sick Leave at Retirement**

**EX 47** GREAT FALLS SCHOOL DISTRICT (Great Falls, Montana)  
 Fall 1978 Enrollment: 13,786

ARTICLE VIII: TEACHER LEAVES

8.1 Sick Leave.

e. Any teacher with a minimum of twenty (20) years of continuous service in the District, including approved leaves of absence, and who retires from teaching at age fifty-five (55) shall receive a payment equal to the substitute rate of pay for each day of unused accumulated sick leave in accordance with the ages and rates as provided in the schedule below. Age will be computed as of June 30 of the year of retirement. Commencing with the 1977-78 school year, to be eligible for such payment the teacher must notify the District of the intent to retire no later than January 1 of the year preceding the year of retirement.

<u>Age at Retirement</u>	<u>Percent of Payment</u>
55	100%
56	90
57	80
58	70
59	60
60	50
61	40
62	30
63	20
64	10

# EX 48

MASSAPEQUA PUBLIC SCHOOLS (Massapequa, New York)  
Fall 1978 Enrollment: 11,897

## Special Retirement Allowance

Any teacher who submits to the Superintendent of Schools before April 1 of any school year a written statement of retirement under the New York State Teachers Retirement System to take effect at the end of June of that school year shall be eligible for payment of his unused sick leave. This payment shall be included in the last salary voucher. For teachers who retire other than at the end of the year, three months written notice in advance is similarly required.

The accumulated sick leave payment shall be at a rate of \$15. per day to a maximum of \$2500. In the event that a teacher with twenty years service in the district has suffered a major depletion of over 50 days of their sick bank due to long term illness that teacher shall be eligible for an allowance of \$1200.

In the event that the retirement for any reason does not become effective the sum advanced shall be returned to the district.

## Pay Back Unused Sick Day and Personal Day An Experimental Program for 1978-1979

For the 1978-1979 school year the Board and the Federation agree to develop an experimental plan which seeks to improve the continuity of instruction via an annual pay back of unused sick and personal days.

Teachers may be entitled to a reimbursement for unused sick and personal days at an anticipated rate of \$15. per day to an estimated potential of \$25. per day dependent upon the successful development of the plan.

## Procedures

A special committee shall be convened on or about September 15 to develop the procedural guidelines for the pay back plan. Such plan shall be limited to the current budget expenditure. In the event that the plan cannot be successfully drawn the parties agree that Schedule A of the 1976-1978 agreement shall prevail except that the notification dates (three months) shall be in effect. The committee shall complete its study by October 10.

### An Experimental Program for 1978-79 School Year Reimbursement of Unused Sick Day and Personal Day Allocation for 1978-79 School Year

#### Procedure for Calculation of the Value of the Reimbursable Day or Days

1. At the close of the school year, the Business Administrator shall advise the Assistant Superintendent of Schools of the closing balance of Budget Account #A-2110.145 (Salaries - Substitutes - 1978-79 = \$248,520.).
2. At the close of the school year, the Office of the Assistant Superintendent shall tally the number of unused sick and personal days of those teachers who have submitted the following option form to the Building Principal's Office by June 1, 1979.
3. In order to determine the potential value of, the reimbursable day or days, the total number of unused days claimed for reimbursement will be divided into the unexpended balance of the aforementioned budget account.
4. If the value of a reimbursable day is found to be less than \$15.00, no reimbursement will be afforded and unused days will be credited to the individual teacher's bank in accordance with regular procedure.



MASSAPEQUA PUBLIC SCHOOLS (Continued)

- 5. The value of the reimbursable day shall not exceed \$35.00 nor shall this experimental plan result in the overexpenditure of the aforementioned 1978-79 budget allocation.
  - 6. Prior to the start of the September 1979 term, the Assistant Superintendent of Schools shall prepare a payment voucher for those teachers who have selected the payback option. Payment for the number of verified reimbursable days shall be made by the Business Office during the summer based upon the determined value as established by the foregoing procedure in consultation with the Massapequa Federation of Teachers.
  - 7. A teacher who has less than 50 days accrued in the sick bank at the close of the school year shall not be eligible for this plan.
  - 8. For teachers with mid-year anniversary dates, the computation shall be based on the number of expended days in the school year, September 1 to June 30, utilizing the foregoing procedure.
- \*\*\*\*\*

Reimbursement of Unused Sick and Personal Days  
Teacher Option Form

Teacher's Name \_\_\_\_\_ Building \_\_\_\_\_

I hereby elect to be reimbursed for unexpended sick/personal days for the school year 1978-79 (annual allocation: 10 sick days - 1 or 2 personal days).

NOTE: If this option form is not returned to the building principal by June 1, 1979, it will be assumed that the teacher has elected to credit his/her 1979-80 bank with unused days from 1978-79.

Date \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

For Office Use:

Number of unused sick and personal days (78-79) = \_\_\_\_\_ (sick)

Total x's value \_\_\_\_\_ = Reimbursement due \_\_\_\_\_ (personal days)

\_\_\_\_\_ Total

**EX 49** ROANOKE CITY PUBLIC SCHOOLS (Roanoke, Virginia)  
Fall 1978 Enrollment: 17,300

TERMINAL LEAVE

A. Sick Leave

The Roanoke City School Board shall grant professional personnel terminal leave pay in the amount of \$10 per day of accumulated sick leave, not to exceed 100 days. To be eligible an employee must have completed at least ten years of accrued service in a professional position in the Roanoke City Schools. An employee accepting terminal leave pay must sign an affidavit stating that re-employment in the Roanoke City Schools will not be granted for a period of three (3) years and that employees who make claims for terminal leave pay must file claims within twelve (12) months of the date of termination. Employees who transfer any portion of accumulated sick leave to other school divisions shall not be eligible for terminal leave.

**EX 50** AVON LAKE CITY SCHOOLS (Avon Lake, Ohio)  
Fall 1978 Enrollment: 2,945

POLICY: CASH PAYMENT FOR SICK LEAVE CREDIT AT RETIREMENT

Approved: December 11, 1973

Avon Lake Board of Education Meeting

A public school employee with ten or more years of service in the Ohio public school system who:

1. meets the requirements of R.C. 143.921,
2. submits an application and is approved by his respective retirement system to receive retirement benefits

is eligible to receive severance pay at retirement for a portion of accrued but unused sick leave credit.

Such payment shall:

1. be based on the employee's rate of pay at the time of retirement exclusive of overtime or supplementary pay,
2. be equal to one-fourth of the value of accrued but unused sick leave credit,
3. be limited to a maximum payment for one-fourth of one hundred twenty days, and
4. be made only once to any employee.

Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time.

### Sick Leave Banks

**EX 51** ANCHORAGE SCHOOL DISTRICT (Anchorage, Alaska)  
Fall 1978 Enrollment: 38,180

300 SERIES--LEAVES

350 Sick Leave Bank.

- A. There is established a Sick Leave Bank to be administered jointly by a committee of six (6) members--three (3) members appointed by the Association and three (3) members appointed by the District. The joint committee will develop criteria for the use of the sick leave bank and be responsible for reviewing and approving requests for sick leave withdrawal from the bank. Any certificated staff member who has contributed to the bank one-half (1/2) day during the current year and who has exhausted his/her accumulated personal and sick leave may make reasonable withdrawals, provided there is sufficient leave time available in the bank.
- B. One-half (1/2) day contribution to the sick leave bank will occur automatically through payroll deduction during the first thirty (30) calendar days of each school year or during the first thirty (30) calendar days of employment each school year. Anyone electing not to join the Sick Leave Bank will inform the Personnel Office in writing within fifteen (15) calendar days after reporting date.
- C. Sick leave time assigned to the bank shall remain the property of the bank, and no donor shall have any further claim to donated days.

## ANCHORAGE SCHOOL DISTRICT (Continued)

- D. Teacher-donated sick leave days may be obtained combined with sick leave days donated by members of other district employee organizations in the formation of the District Sick Leave Bank.

SOURCE: *Negotiated Agreement Between the Anchorage School District and the Anchorage Education Association, 1977-1979*, pp. 9-10.

## EX 52 BALTIMORE COUNTY PUBLIC SCHOOLS (Towson, Maryland)

Fall 1978 Enrollment: 108,268

### ARTICLE XI--ABSENCES AND LEAVES

#### Sick Leave Bank.

11.17 The purpose of the Sick Leave Bank is to provide sick leave to contributors to the bank after the member's accumulative sick leave has been exhausted.

11.17.1 The definition of sick leave shall be that leave that is granted to a unit member who through personal illness, injury, or quarantine is unable to perform the duties of his or her position. Sick leave may also include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days. Sick leave from the bank may not be granted for the period of disability when monies are paid to the unit member under Worker's Compensation Law.

11.17.2 A three-member approval committee, consisting of members selected by the Association, shall have the responsibility of receiving requests, verifying the validity of requests, approving or denying requests, and communicating its decision to the member and the Director of Personnel. The committee shall have reasonable discretion in requiring a doctor's certification of disability and in establishing special limits or provisions for certain disabilities, such as, but not limited to, maternity and mental illness. The committee shall develop its rules of procedure and general criteria for approval. Upon approval of the rules and criteria by the Association and the Superintendent, the committee shall give the rules wide distribution.

11.17.3 The Director of Personnel shall approve bank grants as being within the limits of the bank balance, that the illness is of a disabling nature and that sick leave is exhausted. Requests meeting the above will be forwarded to the Office of Payroll as authorization for payment.

11.17.4 The bank may be used only by the individual contributor for his or her personal disability.

11.17.5 The bank may not be used for disabilities of other members of the contributor's family.

11.17.6 The bank may not be used by the contributor to remain away from his or her position in order to assist a member of his or her family who is ill.

11.17.7 Leave from the bank may not be used for reasons of maternity. Exceptions will be considered in extreme cases such as: (a) surgical operations for extra-uterine pregnancy or for other complications requiring intra-abdominal surgery after termination of pregnancy; (b) pernicious vomiting of pregnancy (hyperemesis gravidarum); (c) toxemia with convulsions (eclampsia of pregnancy).



## BALTIMORE COUNTY PUBLIC SCHOOLS (Continued)

11.17.8 Only earned or anticipated sick leave may be contributed to the bank; annual and personal leave may not be contributed.

11.17.9 Contributions can be made between July 1 and September 30 of any given year. Unit members returning from leave will be permitted to contribute to the bank on approval of the committee. New employees may contribute within the first thirty (30) days after the effective day of employment.

11.17.10 All members on active duty in the Baltimore County Public Schools in Unit One for which the Association is the exclusive agent are eligible to contribute to the sick leave bank.

11.17.11 The rate of contribution for members shall be based on the following schedule:

- 0 to 120 days of accumulated sick leave-- $1\frac{1}{2}$  days
- 121 to 180 days of accumulated sick leave--1 day
- 181 or more days of accumulated sick leave-- $\frac{1}{2}$  day

The initial contribution to the bank will be made at the time of joining the bank and future contributions will be based on need as agreed upon by the Board of Directors of the Association and the Superintendent.

Contributors must use all accumulated sick leave before applying for leave from the bank. The total time a person may draw on the sick leave bank is one (1) year including duty days, holidays, and CNDWD or vacation days but does not include the other days the employee does not normally work.

11.17.12 A contributor will lose the right to utilize the benefits of the bank only by:

- (a) Termination or suspension of employment in the Baltimore County Public Schools
- (b) Cancellation of participation by the member on the proper form at any time
- (c) While on approved leave of absence
- (d) Transfer to a position of another unit within the school system.

11.17.13 The existence of the bank and participation by a unit member in the bank does not negate or eliminate the rights of individual unit members who participate in the bank to other sick leave benefits as specified in this Agreement.

11.17.14 All donations will remain in force and cannot be returned even upon cancellation of a membership.

11.17.15 Members shall be permitted to use the bank for personal illness occurring after November 1, 1978. Thereafter, after sick leave is exhausted, the bank can be used on the fourth duty day of absence during the member's disability. The three (3) days deductible will apply to each disability but will be waived for relapses of the same disability. The maximum number of sick days that can be granted in any one (1) fiscal year will be the remaining number of duty days a member is scheduled to work plus included holidays and CNDWD or vacation days they would normally accrue during this period. In no case will the granting of leave from the bank cause a member to receive more than his or her annual salary.

11.17.16 The number of accumulated sick leave days available to a member at any time for any purpose, will not include the number of days which the employee has contributed to the bank.

11.17.17 All unused sick leave days in the bank at the end of a fiscal year shall be carried over to the next fiscal year.

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SOURCE: *Master Agreement Between the Teachers Association of Baltimore County, Md., Inc. and the Board of Education of Baltimore County, July 1, 1978-June 30, 1981, pp. 52-56.*

**EX 53**

MONTGOMERY COUNTY PUBLIC SCHOOLS (Rockville, Maryland)  
Fall 1978 Enrollment: 107,430

## ARTICLE 19: LEAVES

## A. Sick Leave

## 9. MCEA Sick Leave Bank

- a. All unit members on active duty with MCPS in Montgomery County are eligible to contribute to the bank. Only contributors will be permitted to use the bank for payment for personal illness during regularly scheduled duty days.
- b. The contribution on the appropriate form will be authorized by the unit member and continued from year to year until canceled in writing by the unit member. Sick leave properly authorized for contribution to the bank will not be returned if the unit member effects cancellation. Cancellation, on the proper form, may be effected at any time and the unit member shall not be eligible to use the bank as of the effective cancellation date.
- c. Contributions can be made between July 1 and October 1. Unit members returning from extended leave and new employees may contribute within the first thirty calendar days after reassignment or employment. Unit members returning from extended sick leave or disability leave will be permitted to contribute to the bank on approval of the committee.
- d. Annual rates of contribution shall be one and one-half days for ten-month unit members and two days for twelve-month unit members if date of enrollment is between July 1 and January 14, thereafter the rate of contribution shall be one-half day for ten-month unit members and one day for twelve-month unit members.
- e. The bank can be used on the first scheduled duty day after the unit member has contributed. The maximum number of duty days that can be granted in any one fiscal year will be the remaining number of duty days a unit member is scheduled to work. In no case will the granting of leave from the bank cause a unit member to receive more than his/her annual salary.
- f. Unit members must use all accumulated sick leave before applying for leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
- g. The three-member approval committee, consisting of two appointees by MCEA and one appointee by MCPS, shall have the responsibility of reviewing contributor requests, verifying the validity of requests, recommending approval or denial of the request, and communicating its recommendation to the unit member and the department of personnel. The committee shall develop its rules of procedure and shall give wide distribution to said rules upon approval by the Superintendent and MCEA.
- h. The department of personnel will receive and review the recommended grants from the bank. If the grants from the bank are consistent with MCPS leave policies, the department of personnel will approve these bank grants to be paid by MCPS salary and forward same to the Division of Payroll. In all cases where the decisions of the department of personnel do not concur with the approval committee, the department of personnel shall explain in full the reasons for such a difference of opinion.



## MONTGOMERY COUNTY PUBLIC SCHOOLS (Continued)

- i. Bank grants will not automatically be carried over from one fiscal year to another. All bank grants will end as of June 30 or the last duty day of the school year and must be renewed through the approval committee and the department of personnel each school year.
- j. If a unit member does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.
- k. A unit member utilizing the sick leave bank shall be reassigned to his/her original position if the total number of days on leave, including bank grants, do not exceed 40 duty days.
- l. These guidelines are to be reviewed annually by representatives of MCEA and MCPS for necessary revisions.
- m. Information regarding the administration of the bank can be requested from MCPS by MCEA.

SOURCE: *Agreement Between Montgomery County Education Association and Board of Education of Montgomery County for the School Years 1977-80, Rockville, Maryland, pp. 34-36.*

## EX 54 BARNSTABLE SCHOOL DISTRICT (Barnstable, Massachusetts)

Fall 1978 Enrollment: 5,554

### ARTICLE XXIV: SICK LEAVE

B. Sick Leave Bank. The sick leave bank presently in existence shall be continued.

The bank shall be maintained at a minimum of one (1) day per professional staff member and a maximum of two (2) days.

The initial grant of sick leave by the sick leave bank committee to an eligible employee shall not exceed thirty (30) days.

Upon completion of the thirty (30) day period, the period of entitlement may be extended by the sick leave bank committee upon demonstration of need by the applicant.

The sick leave bank shall be administered by a sick leave bank committee consisting of six (6) members. Three members shall be designated by the School Committee to serve at their discretion and three (3) members shall be designated by the Association. If a tie in voting occurs, relative to the use of sick leave bank days, the decision will be in favor of the applicant. The sick leave bank committee shall determine the eligibility for the use of the bank and the amount of leave to be granted. The following criteria shall be used by the committee in administering the bank and in determining the eligibility and amount of leave:

1. Adequate medical evidence of serious illness.
2. Prior utilization of all eligible sick leave.
3. Length of service in the Barnstable School System.
4. Propriety of use of previous sick leave.

If the sick leave bank is exhausted, it shall be renewed by the contribution of one additional day of sick leave by each member of the professional staff covered by this Agreement. Such additional day will be deducted from the teacher's annual fifteen (15) days of sick leave. The sick leave bank committee shall determine the time when it becomes necessary to replenish the bank.



BARNSTABLE SCHOOL DISTRICT (Continued)

The decision of the sick leave bank committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

SOURCE: Agreement Between the Town of Barnstable School Committee and the Barnstable Teachers Association, Effective September 1, 1977, pp. 22-23.

EX 55

GREAT NECK UNION FREE SCHOOL DISTRICT (Great Neck, New York)  
Fall 1978 Enrollment: 7,200

ARTICLE 32: SICK LEAVE

B. On July 1 of each school year, a revolving fund of 100 days of sick leave shall be set up in the following manner:

1. A teacher who has exhausted his or her regular sick leave accumulation may, upon application to the Superintendent withdraw up to 15 days per school year from the fund, provided the 100 day maximum is not exceeded.
2. Sick leave days withdrawn from the fund do not have to be repaid by the individual using them.
3. Sick leave days may be withdrawn from the fund for personal illness only.
4. Days withdrawn from the fund during the previous school year shall be restored to the fund on each July 1 so that at the beginning of each school year the fund will consist of 100 sick leave days.

SOURCE: Agreement (1978-1981) Between the Board of Education, Great Neck Union Free School District, County of Nassau, New York and the Great Neck Teachers Association, New York State United Teachers, AFT, Local 2686, p. 38.



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