

ERS Report

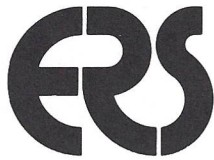
Support Staff Absenteeism Experiences and Practices of School Systems

Educational Research Service, Inc.



Report

Support Staff 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 *support staff absenteeism*; a companion report provides data on *teacher 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 38 summary tables in this Report present support staff absence data, with nine tables reporting the *average number of days absent* per support staff member in responding school systems and nine tables presenting data on support staff *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 support staff member, method of absence reporting, negotiating status of school system, and personal leave provisions. Data on the costs of support staff absenteeism, classified by enrollment group, are also provided. A major portion of this Report is devoted to examples of how school systems are responding to support staff 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 support staff due to all paid absences in all reporting school systems, 7.5 days; includes mean of 10.1 days for large systems (25,000 or more pupils), 8.7 days for medium systems (10,000 to 24,999 pupils), 7.4 days for small systems (2,500 to 9,999 pupils), and 4.7 days for very small systems (300 to 2,499 pupils).
- Mean of average number of days absent per support staff due to sick leave absences in all reporting school systems, 5.4 days; due to personal leave absences, 0.9 days; due to other paid leave absences, 1.3 days.
- Mean of average number of days absent per support staff due to all paid absences in all reporting school systems, by *geographic region*, 9.0 days in the Northeast, 7.6 days in the Southeast, 6.8 days in the Middle states, and 7.5 days in the West.
- Mean of average number of days absent per support staff due to all paid absences in all reporting school systems, by *Standard Metropolitan Statistical Area (SMSA) category*, 8.7 days in areas of 50,000 or more population, in central city; 8.2 days in areas outside central city, within SMSA; and 5.6 days in areas outside any SMSA.
- Mean of average number of days absent per support staff due to all paid absences in all reporting school systems, by *type of community served*, 10.0 days in urban areas, 8.0 days in suburban areas, 5.9 days in small towns, and 4.7 days in rural areas.
- Mean of average number of days absent per support staff due to all paid absences in all reporting school systems, by *average salary paid support staff*, 9.8 days in systems with an average support staff salary of \$9,000 or more; 8.5 days in systems with an average support staff salary of \$7,000 to \$8,999; 7.1 days in systems with an average support staff salary of \$5,000 to \$6,999; and 4.7 days in systems with an average support staff salary of less than \$5,000.
- Mean of average number of days absent per support staff due to all paid absences in all reporting school systems, by *negotiating status of school system*, 8.8 days in systems that negotiate with one or more support staff groups, and 6.0 days in systems that do not negotiate with any support staff group.
- Mean of average number of days absent per support staff due to all paid absences in all reporting school systems, by *personal leave provisions*, 7.3 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 support staff absence rates (percent of support staff absent per day) due to all paid absences in all reporting school systems, 3.5%; includes mean of 4.4% for large systems (25,000 or more pupils), 4.0% for medium systems (10,000 to 24,999 pupils), 3.5% for small systems (2,500 to 9,999 pupils), and 2.5% for very small systems (300 to 2,499 pupils).
- Mean of support staff absence rates due to sick leave absences in all reporting school systems, 2.5%; due to personal leave absences, 0.4%.
- Mean of support staff absence rates due to all paid absences in all reporting school systems, by *geographic region*, 4.3% in the Northeast, 3.4% in the Southeast, 3.3% in the Middle states, and 3.4% in the West.
- Mean of support staff absence rates due to all paid absences in all reporting school systems, by *SMSA category*, 3.9% in areas of 50,000 or more population, in central city; 3.8% in areas outside central city within SMSA; and 2.9% in areas outside any SMSA.
- Mean of support staff absence rates due to all paid absences in all reporting school systems, by *type of community served*, 4.4% in urban areas, 3.7% in suburban areas, 3.1% in small towns, and 2.4% in rural areas.
- Mean of support staff absence rates due to all paid absences in all reporting school systems, by *average salary paid support staff*, 4.4% in systems with an average support staff salary of \$9,000 or more; 3.8% in systems with an average support staff salary of \$7,000 to \$8,999; 3.4% in systems with an average support staff salary of \$5,000 to \$6,999; and 2.5% in systems with an average support staff salary of less than \$5,000.
- Mean of support staff absence rates due to all paid absences in all reporting school systems, by *negotiating status of school system*, 4.1% in systems that negotiate with one or more support staff groups, and 2.9% in systems that do not negotiate with any support staff group.
- Mean of support staff absence rates due to all paid absences in all reporting school systems, by *personal leave provisions*, 3.5% in systems that provide 3 days or less of personal leave, and 4.0% in systems that provide more than 3 days of personal leave.

- Frequency of support staff absence in all reporting school systems: average of the percent of all support staff with no days absent, 16.9%; average of the percent of all support staff absent 1-5 days, 36.7%; average of the percent of all support staff absent 6-10 days, 20.5%; average of the percent of all support staff absent 11-30 days, 12.5%; and average of the percent of all support staff absent more than 30 days, 2.5%.
- Average of the percent of reasons why support staff were absent from work in all reporting systems: personal illness, 70.1%; family illness, 8.4%; maternity/paternity, 1.5%; death in the family, 2.9%; religious reasons, 0.3%; personal reasons (such as personal business), 9.5%; and other reasons, 7.0%.
- Leave without pay taken by support staff in 70.5% of all reporting systems; mean of mean number of days of leave without pay taken by all support staff, 1.0 days; mean of mean number of days of leave without pay per support staff using leave without pay, 25.3 days; mean of support staff taking leave without pay as a percent of all support staff, 3.5%.
- Mean of cost of absent support staff salaries during school year 1978-79 in all reporting systems: per pupil, \$10.89; per support staff member, \$328; per pupil day, \$2,360; mean cost of absent support staff salaries as a percent of total support staff salaries, 3.6%.
- Support staff absenteeism as either a high or very high management concern in 50.7% of school systems with 25,000 or more pupils; 29.3% in systems with 10,000 to 24,999 pupils; 27.6% in systems with 2,500 to 9,999 pupils; and 14.5% in systems with 300 to 2,499 pupils.
- Primary methods used by support staff for reporting short-term absences in all responding systems: call building principal, 44.8%; call telephone answering service, 2.1%.
- Responsibility for managing support staff leave policies charged to a specific administrator in 86.4% of all reporting systems, most often a personnel administrator (in 58.7% of all reporting systems).
- Information on support staff absenteeism regularly disseminated outside the department charged with administering support staff leave policies in 29.2% of all reporting systems, most often as a regular report or memorandum; persons most often receiving this information in systems that disseminate information on support staff absenteeism: superintendent (76.4%), other central-office administrators (75.5%), principals (65.5%), school board (44.5%), and support staff (20.0%).
- Programs for recognizing support staff with outstanding attendance records in 4.4% of reporting systems, most often a letter/certificate of recognition, school board recognition, or monetary bonus; 58.8% of systems with a recognition program rated it moderately successful in reducing support staff absenteeism.
- Procedures for penalizing support staff with poor attendance records in 25.9% of reporting systems, most often a reprimand or termination; 45.0% of systems with disciplinary procedures rated them moderately successful in reducing support staff absenteeism.
- Local policy limiting sick leave accumulation in 54.0% of all reporting systems; mean of number of sick leave days that may be accumulated in systems that allow accumulation, 120 days.
- Local policy providing for paying support staff for some number or percent of unused sick leave days at employees' retirement or resignation in 42.4% of all reporting systems.
- Personal leave provided in 82.2% 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 52.2% of systems granting personal leave; permission required before personal leave taken in 82.2% of systems granting personal leave.
- Collective bargaining was conducted with one or more support staff organizations in 56.1% of all reporting systems; contract provisions relating to support staff leave policies were contained in 78.1% of systems that negotiated with support staff.
- Major support staff groups that negotiate with reporting school systems: custodial (88.2%), secretarial/clerical (83.3%), cafeteria (66.0%), transportation (54.9), paraprofessional (39.6%), and maintenance (36.1%).
- Mean number of support staff groups in systems that negotiate with support staff: 4.
- Grievances over the interpretation of leave usage had occurred during school year 1978-79 in 11.1% of all reporting systems.

INTRODUCTION

School Support Staff Absenteeism: Experience and Practices of School Systems is Part 2 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 first volume (Part 1) reports data and information on *teacher 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 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 support staff 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 support staff in school systems:* (a) \$9,000 or more, (b) \$7,000 to \$8,999, (c) \$5,000 to \$6,999, and (d) less than \$5,000.
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 one or more support staff groups, and (b) do not negotiate with any support staff group.
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.

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 an enrollment 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.

"Support staff" were defined as all full-time personnel in noncertificated, nonteaching, nonadministrative support positions, such as secretarial/clerical, maintenance/custodial, and cafeteria personnel. Survey participants were instructed *not* to include administrative personnel (such as the superintendent, assistant superintendents, other central-office administrators, principals, or assistant principals) or teaching personnel (such as classroom teachers, instructional specialists, guidance counselors, librarians, nurses, or homebound instructors) 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 random 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, 392 (27.5 percent) returned usable replies to the survey on support staff

absenteeism. Table A shows the numbers and percents of usable responses to the survey on support staff 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 Support Staff 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 support staff residence within the boundaries of the school system.

TABLE A.--Responses to the Survey on Support Staff 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	79	44.1%	20.1%
MEDIUM				
10,000 TO 24,999 PUPILS	530	150	28.3	38.3
SMALL				
2,500 TO 9,999 PUPILS	332	85	25.6	21.7
VERY SMALL				
300 TO 2,499 PUPILS	382	78	20.4	19.9
TOTAL	1,423	392	27.5	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	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	
A. GRADE SPAN						
UNIFIED	97.5%	93.2%	92.9%	85.7%	92.5%	
ELEMENTARY	1.3	2.0	3.6	7.8	3.4	
HIGH SCHOOL	1.3	4.7	3.6	6.5	4.1	
T O T A L	100.1	99.9	100.1	100.0	100.0	
NUMBER OF RESPONDENTS	79	148	84	77	388	
B. NUMBER OF PUPIL DAYS IN SESSION						
LESS THAN 175 DAYS	8.9%	3.4%	6.0%	12.8%	6.9%	
175 TO 179 DAYS	40.5	43.6	44.0	42.3	42.8	
180 TO 184 DAYS	46.8	48.3	45.2	43.6	46.4	
185 TO 189 DAYS	3.8	2.0	2.4	...	2.1	
190 TO 194 DAYS	1.3	1.28	
195 TO 199 DAYS	
200 OR MORE DAYS	1.3	1.2	1.3	1.0	
T O T A L	100.0	99.9	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	79	149	84	78	390	
MEAN	178	179	179	178	179	
MEDIAN	180	180	179	177	180	
RANGE - LOW	159	168	154	170	154	
HIGH	187	235	240	249	249	
C. COMMUNITY SERVED						
URBAN	69.9%	33.8%	13.8%	1.4%	30.3%	
SUBURBAN	28.8	51.1	46.3	19.7	39.4	
SMALL TOWN	11.5	23.8	32.4	16.0	
RURAL	1.4	3.6	16.3	46.5	14.3	
T O T A L	100.1	100.0	100.2	100.0	100.0	
NUMBER OF RESPONDENTS	73	139	80	71	362	
D. SMSA CATEGORY						
50,000 OR MORE IN POPULATION, IN CENTRAL CITY .	59.0%	32.0%	5.9%	3.8%	26.1%	
OUTSIDE CENTRAL CITY, BUT WITHIN SMSA	41.0	54.7	58.8	35.9	49.1	
OUTSIDE ANY SMSA	13.3	35.3	60.3	24.8	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	78	150	85	78	391	
E. GEOGRAPHIC REGION*						
NORTHEAST	10.1%	13.3%	28.2%	23.1%	17.9%	
SOUTHEAST	29.1	20.0	12.9	6.4	17.6	
MIDDLE	22.8	29.3	40.0	50.0	34.4	
WEST	38.0	37.3	18.8	20.5	30.1	
T O T A L	100.0	99.9	99.9	100.0	100.0	
NUMBER OF RESPONDENTS	79	150	85	78	392	
F. SUPPORT STAFF RESIDENCE WITHIN BOUNDARIES OF SCHOOL SYSTEM						
LESS THAN 25 PERCENT7%	2.6%	5.1%	2.0%	
25 - 49 PERCENT	1.6	6.6	3.8	2.6	4.2	
50 - 74 PERCENT	14.8	22.1	20.5	20.5	20.1	
75 - 100 PERCENT	83.6	70.6	73.1	71.8	73.7	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	61	136	78	77	352	
MEAN	85	79	80	82	81	
MEDIAN	90	85	87	90	90	
RANGE - LOW	44	20	1	12	21	
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.

Summary Analysis

Tables 1 through 38 give summary data on support staff 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 support staff for all paid absences, sick leave absences, personal leave absences, and other paid leave absences. The average number of days absent per support staff in each school system was calculated by dividing the total number of work days that support staff were absent in 1978-79 in each of these paid leave categories by the total number of support staff 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 support staff; 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 support staff 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 support staff were absent in 1978-79 in each paid leave category, divided by the product of the number of support staff multiplied by the typical number of days in the support staff contract year, times 100. (Participants were asked to indicate the number of contract days

actually worked in 1978-79. If all support personnel 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 applied. If the number of contract days worked by support personnel varied widely across position categories, the *average* number of contract days worked for the group as a whole was to be given.) Absence rates due to all paid leave 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 data on frequency of support staff absence in reporting school systems. These data represent the average of the percent of all support staff 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 support staff were absent from work. Reasons included were personal illness, family illness, maternity/paternity, death in the family, religious reasons, 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 support staff 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 support staff in reporting school systems, including the percent of systems in which support staff took leave without pay, mean days of leave without pay taken by all support staff, mean days of leave without pay taken by support staff using leave without pay, and support staff taking leave without pay as a percent of all support staff. Table 23 provides support staff 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 presents summary data on the cost of support staff salaries per pupil, per support staff member, per pupil day, and as a percent of total support staff salaries (excluding fringe benefits). Cost of support staff absences was calculated by multiplying the total number of paid support staff absences in the school system by the quotient of the average support staff salary divided by the typical number of days in the support staff contract year.

Table 25 gives data on support staff absenteeism as a management concern in responding school systems. Table 26 provides information on the primary method used by support staff for reporting short-term absences (defined as 30 days or less). Table 27 details the percent of school systems in which a specific administrator is charged with managing support staff leave policies and the administrative positions charged with leave policy management. Table 28 reports data on the extent to which school systems regularly verify support staff absences due to sick leave and the methods of verification used.

Table 29 shows the reasons for support staff 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 30 provides data on local policies that limit sick leave accumulation. Table 31 presents data on local policies that provide for paying support staff for some number or percent of unused sick leave at retirement or resignation.

Table 32 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 33 details data on the dissemination of information on support staff absenteeism outside the department charged with administering support staff leave policies: the extent of this practice, methods of dissemination, and persons to whom this information is disseminated.

Table 34 describes programs for recognizing support staff with outstanding attendance records, including the extent of recognition programs in responding school systems, methods of recognition, and evaluation of recognition programs. Table 35 details procedures for penalizing support staff with poor attendance records; this table has the same format as Table 34 but for disciplinary procedures rather than recognition programs. Table 36 gives data on collective bargaining contract provisions on support staff absenteeism: extent of negotiations with one or more support staff groups and extent of contract provisions relating to support staff leave policies. Extent of grievances over the interpretation of leave usage in reporting school systems is shown in Table 37. Table 38 reports the extent of support staff 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 panel 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 support staff absence rate or the number of days absent per support staff.

Enrollment Group	Number of Respondents	Mean	Median	1st Quartile	3rd Quartile	Range - Low	Range - High
1	100	1.2	1.0	0.8	1.4	0.5	1.8
2	100	1.5	1.3	1.1	1.7	0.6	2.0
3	100	1.8	1.6	1.4	2.0	0.7	2.3
4	100	2.1	1.9	1.7	2.3	0.8	2.6

PERMANENT LEAVE ABSENCE

Enrollment Group	Number of Respondents	Mean	Median	1st Quartile	3rd Quartile	Range - Low	Range - High
1	100	0.5	0.4	0.3	0.6	0.1	0.9
2	100	0.6	0.5	0.4	0.7	0.1	1.0
3	100	0.7	0.6	0.5	0.8	0.1	1.1
4	100	0.8	0.7	0.6	0.9	0.1	1.2

OTHER PAID LEAVE ABSENCE

Enrollment Group	Number of Respondents	Mean	Median	1st Quartile	3rd Quartile	Range - Low	Range - High
1	100	0.3	0.2	0.1	0.4	0.0	0.5
2	100	0.4	0.3	0.2	0.5	0.0	0.6
3	100	0.5	0.4	0.3	0.6	0.0	0.7
4	100	0.6	0.5	0.4	0.7	0.0	0.8

LESS THAN ONE-TENTH DAY

TABLE 1.--AVERAGE NUMBER OF DAYS ABSENT PER SUPPORT STAFF 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	36	88	69	66	259	
MEAN	10.1	8.7	7.4	4.7	7.5	
MEDIAN	10.2	7.8	6.2	4.4	6.5	
1 ST QUARTILE	5.3	6.1	4.6	2.2	4.2	
3 RD QUARTILE	13.5	10.1	9.2	6.1	9.7	
RANGE - LOW	1.2	2.5	1.2	1.0	1.0	
HIGH	21.0	21.4	24.9	15.7	24.9	
SICK LEAVE ABSENCES						
NUMBER OF RESPONDENTS	43	87	70	71	271	
MEAN	6.9	6.3	5.3	3.7	5.4	
MEDIAN	6.7	5.9	5.2	3.2	5.0	
1 ST QUARTILE	3.5	4.4	2.9	1.4	3.1	
3 RD QUARTILE	9.0	7.5	7.0	4.9	7.3	
RANGE - LOW8	2.0	.7	.5	.5	
HIGH	16.7	16.5	12.8	15.7	16.7	
PERSONAL LEAVE ABSENCES						
NUMBER OF RESPONDENTS	34	80	60	56	230	
MEAN8	1.0	.8	.8	.9	
MEDIAN6	.8	.7	.6	.7	
1 ST QUARTILE3	.4	.3	.2	.3	
3 RD QUARTILE	1.1	1.4	1.1	1.2	1.2	
RANGE - LOW	*	*	*	*	*	
HIGH	2.8	5.7	1.9	2.7	5.7	
OTHER PAID LEAVE ABSENCES						
NUMBER OF RESPONDENTS	39	68	51	32	190	
MEAN	2.4	1.2	1.1	.6	1.3	
MEDIAN7	.6	.6	.3	.5	
1 ST QUARTILE1	.2	.3	.1	.2	
3 RD QUARTILE	4.8	1.4	1.1	.7	1.4	
RANGE - LOW	*	*	*	*	*	
HIGH	9.8	9.2	6.8	3.2	9.8	

* LESS THAN ONE-TENTH DAY

TABLE 2.--AVERAGE NUMBER OF DAYS ABSENT PER SUPPORT STAFF 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	234	10	12	258
MEAN	7.4	8.3	8.3	7.5
MEDIAN	6.4	7.4	6.6	6.5
1 ST QUARTILE	4.1	3.9	5.5	4.2
3 RD QUARTILE	9.6	10.1	9.1	9.7
RANGE - LOW	1.0	1.2	3.5	1.0
HIGH	24.9	21.2	18.3	24.9
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS	246	10	12	270
MEAN	5.4	5.0	5.8	5.4
MEDIAN	5.0	4.9	5.0	5.0
1 ST QUARTILE	3.0	3.1	4.3	3.0
3 RD QUARTILE	7.4	6.5	6.8	7.4
RANGE - LOW5	1.0	1.0	.5
HIGH	16.7	8.0	10.9	16.7
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS	206	10	11	229
MEAN8	1.3	1.5	.9
MEDIAN7	1.0	1.1	.7
1 ST QUARTILE3	.4	.6	.3
3 RD QUARTILE	1.2	2.0	1.5	1.2
RANGE - LOW	*	.2	.1	*
HIGH	2.8	2.7	5.7	5.7
OTHER PAID LEAVE ABSENCES				
NUMBER OF RESPONDENTS	172	7	9	190
MEAN	1.4	.7	1.3	1.3
MEDIAN5	.6	.9	.5
1 ST QUARTILE2	.2	.1	.2
3 RD QUARTILE	1.3	.9	2.2	1.4
RANGE - LOW	*	.1	.1	*
HIGH	9.8	1.8	3.3	9.8

* LESS THAN ONE-TENTH DAY

** TOTALS IN COLUMN 5 MAY DIFFER FROM THOSE IN TABLE 1 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 1 DID NOT PROVIDE DATA ON "GRADE SPAN" USED IN ANALYSIS HERE.

TABLE 3.--AVERAGE NUMBER OF DAYS ABSENT PER SUPPORT STAFF 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	48	41	101	69	259
MEAN	9.0	7.6	6.8	7.5	7.5
MEDIAN	8.0	7.1	5.8	6.5	6.5
1 ST QUARTILE	5.8	3.7	3.8	4.5	4.2
3 RD QUARTILE	11.4	9.2	8.8	9.9	9.7
RANGE - LOW	1.9	1.1	1.0	1.4	1.0
HIGH	21.4	21.0	24.9	21.2	24.9
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS	53	41	103	74	271
MEAN	6.3	5.1	5.2	5.4	5.4
MEDIAN	5.8	4.8	4.7	5.0	5.0
1 ST QUARTILE	3.8	2.6	3.1	2.9	3.1
3 RD QUARTILE	7.8	7.2	7.0	6.7	7.3
RANGE - LOW7	.9	.6	.5	.5
HIGH	16.7	11.1	14.9	16.1	16.7
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS	49	31	89	61	230
MEAN	1.2	.7	.7	.9	.9
MEDIAN	1.1	.6	.6	.6	.7
1 ST QUARTILE6	.3	.3	.3	.3
3 RD QUARTILE	1.7	1.0	1.0	1.2	1.2
RANGE - LOW1	*	*	*	*
HIGH	2.7	2.8	2.5	5.7	5.7
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS	38	25	72	55	190
MEAN	1.8	1.7	1.1	1.1	1.3
MEDIAN8	.5	.5	.5	.5
1 ST QUARTILE4	.2	.2	.2	.2
3 RD QUARTILE	2.0	2.4	.9	1.2	1.4
RANGE - LOW	*	*	*	*	*
HIGH	9.5	8.0	9.8	6.4	9.8

* 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 SUPPORT STAFF 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	55	124	80	259
MEAN	8.7	8.2	5.6	7.5
MEDIAN	8.2	7.0	5.0	6.5
1 ST QUARTILE	5.5	4.8	3.0	4.2
3 RD QUARTILE	11.3	10.3	6.7	9.7
RANGE - LOW	1.4	1.1	1.0	1.0
HIGH	18.3	21.4	24.9	24.9
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS	58	130	83	271
MEAN	6.5	5.8	4.0	5.4
MEDIAN	6.4	5.3	3.6	5.0
1 ST QUARTILE	4.4	3.6	2.1	3.1
3 RD QUARTILE	8.0	7.8	5.1	7.3
RANGE - LOW8	.7	.5	.5
HIGH	16.7	16.1	13.4	16.7
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS	51	108	71	230
MEAN8	.9	.8	.9
MEDIAN8	.7	.7	.7
1 ST QUARTILE4	.3	.3	.3
3 RD QUARTILE	1.1	1.3	1.2	1.2
RANGE - LOW	*	*	*	*
HIGH	2.8	5.7	2.6	5.7
OTHER PAID LEAVE ABSENCES				
NUMBER OF RESPONDENTS	48	98	44	190
MEAN	1.6	1.5	.8	1.3
MEDIAN5	.6	.5	.5
1 ST QUARTILE2	.2	.1	.2
3 RD QUARTILE	1.4	1.8	.9	1.4
RANGE - LOW	*	*	*	*
HIGH	9.8	9.5	5.5	9.8

* LESS THAN ONE-TENTH DAY

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

TABLE 5.--AVERAGE NUMBER OF DAYS ABSENT PER SUPPORT STAFF 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	59	93	42	42	236
MEAN	10.0	8.0	5.9	4.7	7.5
MEDIAN	9.2	6.9	5.8	4.0	6.5
1 ST QUARTILE	6.3	5.0	3.4	2.8	4.2
3 RD QUARTILE	13.1	10.1	7.9	5.9	9.7
RANGE - LOW	1.9	1.2	1.2	1.0	1.0
HIGH	24.9	21.2	19.3	15.7	24.9
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS	62	96	45	44	247
MEAN	7.2	5.9	4.2	3.8	5.5
MEDIAN	6.8	5.5	4.2	3.2	5.1
1 ST QUARTILE	4.8	3.7	2.0	2.0	3.2
3 RD QUARTILE	8.8	7.7	5.7	4.9	7.4
RANGE - LOW8	.9	.6	.5	.5
HIGH	16.7	16.0	11.9	13.4	16.7
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS	53	82	40	34	209
MEAN9	.9	.7	.8	.8
MEDIAN9	.7	.6	.5	.7
1 ST QUARTILE5	.4	.2	.3	.3
3 RD QUARTILE	1.2	1.3	1.0	1.1	1.2
RANGE - LOW	*	*	*	*	*
HIGH	2.8	5.7	2.7	2.6	5.7
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS	52	75	26	20	173
MEAN	1.8	1.3	1.1	.3	1.3
MEDIAN7	.6	.6	.2	.5
1 ST QUARTILE2	.2	.2	.1	.2
3 RD QUARTILE	2.0	1.5	1.2	.5	1.3
RANGE - LOW	*	*	*	*	*
HIGH	9.8	9.5	6.8	.9	9.8

* LESS THAN ONE-TENTH DAY

** TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLE 1 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 1 DID NOT PROVIDE DATA ON "TYPE OF COMMUNITY SERVED" USED IN ANALYSIS HERE.

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

SUMMARY DATA 1	AVERAGE SALARY PAID SUPPORT STAFF				TOTAL-ALL REPORTING SYSTEMS** 6
	\$9,000 OR MORE 2	\$7,000 TO \$8,999 3	\$5,000 TO \$6,999 4	LESS THAN \$5,000 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS	47	70	79	49	245
MEAN	9.8	8.5	7.1	4.7	7.5
MEDIAN	8.2	7.4	6.4	3.9	6.5
1 ST QUARTILE	5.9	5.6	4.3	2.5	4.2
3 RD QUARTILE	13.7	10.7	9.4	5.9	9.6
RANGE - LOW	1.5	1.0	1.2	1.0	1.0
HIGH	21.2	24.9	19.3	15.7	24.9
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS	49	73	82	52	256
MEAN	6.9	6.5	4.7	3.5	5.4
MEDIAN	6.3	6.1	4.5	3.0	5.0
1 ST QUARTILE	4.7	4.4	2.9	2.0	3.1
3 RD QUARTILE	8.6	8.4	6.3	4.5	7.2
RANGE - LOW9	.6	.5	.6	.5
HIGH	16.0	16.1	16.5	13.4	16.5
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS	41	61	72	43	217
MEAN	1.1	1.0	.8	.6	.9
MEDIAN8	.7	.7	.5	.7
1 ST QUARTILE5	.4	.3	.2	.3
3 RD QUARTILE	1.2	1.5	1.1	.8	1.2
RANGE - LOW	*	*	*	*	*
HIGH	5.7	2.7	2.6	2.1	5.7
OTHER PAID LEAVE ABSENCES					
NUMBER OF RESPONDENTS	38	54	55	31	178
MEAN	1.9	1.0	1.4	.8	1.3
MEDIAN7	.5	.6	.3	.5
1 ST QUARTILE2	.2	.2	.1	.2
3 RD QUARTILE	2.3	1.1	1.4	.7	1.4
RANGE - LOW	*	*	*	*	*
HIGH	9.8	6.4	8.0	5.6	9.8

* LESS THAN ONE-TENTH DAY

** TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLE 1 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 1 DID NOT PROVIDE DATA ON "AVERAGE SALARY PAID SUPPORT STAFF MEMBER" USED IN ANALYSIS HERE.

TABLE 7.--AVERAGE NUMBER OF DAYS ABSENT PER SUPPORT STAFF 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	5	205	210
MEAN	8.8	7.2	7.3
MEDIAN	6.2	6.3
1 ST QUARTILE	3.9	4.0
3 RD QUARTILE	9.1	9.4
RANGE - LOW	4.8	1.0	1.0
HIGH	10.7	24.9	24.9

SICK LEAVE ABSENCES

NUMBER OF RESPONDENTS	5	215	220
MEAN	5.7	5.2	5.2
MEDIAN	4.9	5.0
1 ST QUARTILE	2.9	3.0
3 RD QUARTILE	6.8	6.8
RANGE - LOW	3.0	.5	.5
HIGH	8.1	16.7	16.7

PERSONAL LEAVE ABSENCES

NUMBER OF RESPONDENTS	5	181	186
MEAN	1.3	.8	.8
MEDIAN6	.7
1 ST QUARTILE3	.3
3 RD QUARTILE	1.1	1.2
RANGE - LOW2	*	*
HIGH	2.1	5.7	5.7

OTHER PAID LEAVE ABSENCES

NUMBER OF RESPONDENTS	4	151	155
MEAN	2.2	1.4	1.4
MEDIAN6	.6
1 ST QUARTILE2	.2
3 RD QUARTILE	1.4	1.4
RANGE - LOW2	*	*
HIGH	5.1	9.8	9.8

* LESS THAN ONE-TENTH DAY

** TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLE 1 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 1 DID NOT PROVIDE DATA ON "METHOD OF ABSENCE REPORTING" USED IN ANALYSIS HERE.

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

SUMMARY DATA	NEGOTIATES WITH ONE OR MORE SUPPORT STAFF GROUP	DOES NOT NEGOTIATE WITH ANY SUPPORT STAFF GROUP	TOTAL-ALL REPORTING SYSTEMS**
1	2	3	4
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS	143	114	257
MEAN	8.8	6.0	7.5
MEDIAN	7.8	5.3	6.5
1 ST QUARTILE	5.5	3.3	4.4
3 RD QUARTILE	10.9	7.6	9.7
RANGE - LOW	1.2	1.0	1.0
HIGH	24.9	21.0	24.9
SICK LEAVE ABSENCES			
NUMBER OF RESPONDENTS	151	118	269
MEAN	6.4	4.3	5.5
MEDIAN	6.1	3.7	5.1
1 ST QUARTILE	4.2	2.2	3.1
3 RD QUARTILE	8.1	5.7	7.4
RANGE - LOW5	.6	.5
HIGH	16.7	15.7	16.7
PERSONAL LEAVE ABSENCES			
NUMBER OF RESPONDENTS	134	94	228
MEAN9	.7	.9
MEDIAN8	.6	.7
1 ST QUARTILE4	.3	.3
3 RD QUARTILE	1.3	1.1	1.2
RANGE - LOW	*	*	*
HIGH	5.7	2.8	5.7
OTHER PAID LEAVE ABSENCES			
NUMBER OF RESPONDENTS	122	66	188
MEAN	1.5	1.0	1.3
MEDIAN6	.4	.6
1 ST QUARTILE2	.2	.2
3 RD QUARTILE	1.8	.9	1.4
RANGE - LOW	*	*	*
HIGH	9.8	8.0	9.8

* LESS THAN ONE-TENTH DAY

** TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLE 1 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 1 DID NOT PROVIDE DATA ON "NEGOTIATING STATUS" USED IN ANALYSIS HERE.

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

SUMMARY DATA	PERSONAL LEAVE PROVISIONS		
	3 DAYS OR LESS	MORE THAN 3 DAYS	TOTAL-ALL REPORTING SYSTEMS**
1	2	3	4
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS	192	42	234
MEAN	7.3	8.8	7.6
MEDIAN	6.5	7.4	6.6
1 ST QUARTILE	4.1	4.8	4.4
3 RD QUARTILE	9.6	10.5	9.8
RANGE - LOW	1.0	1.2	1.0
HIGH	24.9	21.2	24.9
SICK LEAVE ABSENCES			
NUMBER OF RESPONDENTS	203	42	245
MEAN	5.5	5.7	5.5
MEDIAN	5.0	5.1	5.1
1 ST QUARTILE	3.1	3.3	3.1
3 RD QUARTILE	7.2	7.8	7.4
RANGE - LOW5	.8	.5
HIGH	16.7	16.1	16.7
PERSONAL LEAVE ABSENCES			
NUMBER OF RESPONDENTS	166	42	208
MEAN8	1.2	.9
MEDIAN7	1.1	.8
1 ST QUARTILE3	.6	.3
3 RD QUARTILE	1.2	1.6	1.2
RANGE - LOW	*	*	*
HIGH	2.8	5.7	5.7
OTHER PAID LEAVE ABSENCES			
NUMBER OF RESPONDENTS	144	34	178
MEAN	1.4	1.2	1.3
MEDIAN6	.4	.6
1 ST QUARTILE2	.2	.2
3 RD QUARTILE	1.3	1.9	1.4
RANGE - LOW	*	*	*
HIGH	9.5	5.6	9.5

* LESS THAN ONE-TENTH DAY

** TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLE 1 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 1 DID NOT PROVIDE DATA ON "PERSONAL LEAVE PROVISIONS" USED IN ANALYSIS HERE.

TABLE 10.--SUPPORT STAFF ABSENCE RATES 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	36	80	66	65	247	
MEAN	4.4%	4.0%	3.5%	2.5%	3.5%	
MEDIAN	4.4	3.6	2.7	2.2	3.0	
1 ST QUARTILE	2.4	2.5	2.1	1.2	2.0	
3 RD QUARTILE	5.9	4.9	4.2	3.1	4.4	
RANGE - LOW6	1.0	.5	.5	.5	
HIGH	10.8	11.3	11.6	11.0	11.6	
SICK LEAVE ABSENCES						
NUMBER OF RESPONDENTS	42	80	67	70	259	
MEAN	3.1%	2.9%	2.5%	1.8%	2.5%	
MEDIAN	3.0	2.7	2.3	1.6	2.3	
1 ST QUARTILE	1.5	1.9	1.5	.7	1.4	
3 RD QUARTILE	4.0	3.6	3.2	2.4	3.3	
RANGE - LOW3	1.0	.2	.2	.2	
HIGH	8.8	8.0	5.9	7.4	8.8	
PERSONAL LEAVE ABSENCES						
NUMBER OF RESPONDENTS	33	73	58	56	220	
MEAN4%	.5%	.4%	.4%	.4%	
MEDIAN3	.4	.3	.2	.3	
1 ST QUARTILE1	.2	.2	.1	.1	
3 RD QUARTILE4	.7	.6	.5	.6	
RANGE - LOW	*	*	*	*	*	
HIGH	3.0	2.7	3.2	1.4	3.2	

* 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

TABLE 11.--SUPPORT STAFF 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	224	10	11	246
MEAN	3.5%	3.9%	3.6%	3.5%
MEDIAN	3.0	3.7	3.0	3.0
1 ST QUARTILE	2.0	1.5	2.2	2.0
3 RD QUARTILE	4.4	5.2	3.9	4.4
RANGE - LOW5	.6	1.4	.5
HIGH	11.6	8.5	7.4	11.6
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS	236	10	11	258
MEAN	2.5%	2.4%	2.5%	2.5%
MEDIAN	2.3	1.9	2.5	2.3
1 ST QUARTILE	1.4	1.2	1.5	1.4
3 RD QUARTILE	3.3	3.2	3.1	3.3
RANGE - LOW2	.5	.4	.2
HIGH	8.8	4.5	4.4	8.8
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS	198	10	10	219
MEAN4%	.6%	.7%	.4%
MEDIAN3	.5	.5	.3
1 ST QUARTILE1	.2	.3	.1
3 RD QUARTILE6	1.0	.7	.6
RANGE - LOW	*	.1	*	*
HIGH	3.2	1.2	2.3	3.2

* LESS THAN ONE-TENTH OF ONE PERCENT

** TOTALS IN COLUMN 5 MAY DIFFER FROM THOSE IN TABLE 10 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA IN TABLE 10 DID NOT PROVIDE DATA ON "GRADE SPAN" 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.8 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT.

TABLE 12.--SUPPORT STAFF 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	45	41	94	67	247
MEAN	4.3%	3.4%	3.3%	3.4%	3.5%
MEDIAN	3.7	3.4	2.7	2.8	3.0
1 ST QUARTILE	2.5	1.8	1.9	2.0	2.0
3 RD QUARTILE	5.1	4.2	4.3	4.6	4.4
RANGE - LOW	1.0	.5	.5	.5	.5
HIGH	10.8	11.0	11.6	8.6	11.6
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS	50	40	97	72	259
MEAN	3.0%	2.3%	2.4%	2.4%	2.5%
MEDIAN	2.8	2.2	2.2	2.3	2.3
1 ST QUARTILE	1.8	1.3	1.4	1.4	1.4
3 RD QUARTILE	3.6	3.1	3.2	3.3	3.3
RANGE - LOW2	.5	.2	.2	.2
HIGH	8.8	5.4	8.0	6.5	8.8
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS	46	32	84	58	220
MEAN6%	.4%	.3%	.4%	.4%
MEDIAN6	.3	.3	.3	.3
1 ST QUARTILE2	.1	.1	.1	.1
3 RD QUARTILE8	.4	.4	.6	.6
RANGE - LOW	*	*	*	*	*
HIGH	3.2	3.0	1.1	2.3	3.2

* 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

TABLE 13.--SUPPORT STAFF 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	53	118	76	247
MEAN	3.9%	3.8%	2.9%	3.5%
MEDIAN	3.7	3.4	2.5	3.0
1 ST QUARTILE	2.4	2.3	1.4	2.0
3 RD QUARTILE	4.9	4.7	3.5	4.4
RANGE - LOW6	.6	.5	.5
HIGH	8.6	11.3	11.6	11.6
SICK LEAVE ABSENCES				
NUMBER OF RESPONDENTS	56	124	79	259
MEAN	3.0%	2.7%	1.9%	2.5%
MEDIAN	2.8	2.4	1.7	2.3
1 ST QUARTILE	1.9	1.5	1.0	1.4
3 RD QUARTILE	3.7	3.5	2.7	3.3
RANGE - LOW3	.3	.2	.2
HIGH	8.8	8.0	7.4	8.8
PERSONAL LEAVE ABSENCES				
NUMBER OF RESPONDENTS	50	102	68	220
MEAN4%	.4%	.4%	.4%
MEDIAN3	.3	.3	.3
1 ST QUARTILE2	.1	.1	.1
3 RD QUARTILE5	.6	.6	.6
RANGE - LOW	*	*	*	*
HIGH	3.0	3.2	1.4	3.2

* LESS THAN ONE-TENTH OF ONE PERCENT

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

NOTE: ABSENCE RATE IS DEFINED AS THE TOTAL NUMBER OF LEAVE DAYS ABSENT DIVIDED BY THE PRODUCT OF THE NUMBER OF SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

TABLE 14.--SUPPORT STAFF 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	57	88	40	40	225
MEAN	4.4%	3.7%	3.1%	2.4%	3.5%
MEDIAN	4.2	3.3	2.8	1.9	3.2
1 ST QUARTILE	2.7	2.3	1.4	1.3	2.0
3 RD QUARTILE	5.5	5.0	4.0	3.1	4.5
RANGE - LOW9	.6	.5	.6	.5
HIGH	11.6	11.3	11.0	8.7	11.6
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS	61	90	42	43	236
MEAN	3.3%	2.7%	2.0%	1.8%	2.6%
MEDIAN	3.0	2.5	2.2	1.6	2.3
1 ST QUARTILE	2.0	1.6	.9	1.0	1.5
3 RD QUARTILE	4.0	3.5	2.9	2.3	3.5
RANGE - LOW3	.4	.2	.2	.2
HIGH	8.8	8.0	4.9	7.4	8.8
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS	52	77	38	33	200
MEAN5%	.4%	.3%	.4%	.4%
MEDIAN4	.3	.2	.3	.3
1 ST QUARTILE2	.2	.1	.1	.1
3 RD QUARTILE6	.7	.5	.6	.6
RANGE - LOW	*	*	*	*	*
HIGH	3.0	3.2	1.2	1.4	3.2

* LESS THAN ONE-TENTH OF ONE PERCENT

** TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLE 10 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 10 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

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

SUMMARY DATA 1	AVERAGE SALARY PAID SUPPORT STAFF				TOTAL-ALL REPORTING SYSTEMS** 6
	\$9,000 OR MORE 2	\$7,000 TO \$8,999 3	\$5,000 TO \$6,999 4	LESS THAN \$5,000 5	
ALL PAID ABSENCES					
NUMBER OF RESPONDENTS	45	65	78	46	234
MEAN	4.4%	3.8%	3.4%	2.5%	3.5%
MEDIAN	3.7	3.5	3.0	2.1	3.1
1 ST QUARTILE	2.4	2.5	1.9	1.3	2.0
3 RD QUARTILE	5.6	4.6	4.3	2.8	4.4
RANGE - LOW8	.8	.6	.5	.5
HIGH	11.3	11.6	11.0	8.7	11.6
SICK LEAVE ABSENCES					
NUMBER OF RESPONDENTS	46	70	80	49	245
MEAN	3.1%	2.9%	2.2%	1.8%	2.5%
MEDIAN	2.8	2.7	2.1	1.6	2.3
1 ST QUARTILE	1.9	1.9	1.4	1.0	1.4
3 RD QUARTILE	4.0	3.6	2.9	2.2	3.4
RANGE - LOW5	.2	.2	.2	.2
HIGH	8.0	7.2	6.8	7.4	8.0
PERSONAL LEAVE ABSENCES					
NUMBER OF RESPONDENTS	39	56	72	40	207
MEAN5%	.4%	.4%	.3%	.4%
MEDIAN4	.3	.3	.3	.3
1 ST QUARTILE2	.1	.1	.1	.1
3 RD QUARTILE6	.7	.6	.4	.6
RANGE - LOW	*	*	*	*	*
HIGH	3.2	1.1	2.7	1.1	3.2

* LESS THAN ONE-TENTH OF ONE PERCENT

** TOTALS IN COLUMN 6 MAY DIFFER FROM THOSE IN TABLE 10 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 10 DID NOT PROVIDE DATA ON "AVERAGE SALARY PAID SUPPORT STAFF MEMBER" 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

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

SUMMARY DATA	METHOD OF ABSENCE REPORTING		
	TELEPHONE ANSWERING SERVICE	CONTACT SPECIFIC PERSON	TOTAL-ALL REPORTING SYSTEMS**
1	2	3	4
ALL PAID ABSENCES			
NUMBER OF RESPONDENTS	5	200	205
MEAN	4.3%	3.4%	3.4%
MEDIAN	2.9	2.9
1 ST QUARTILE	1.9	1.9
3 RD QUARTILE	4.4	4.4
RANGE - LOW	2.5	.5	.5
HIGH	5.8	11.6	11.6
SICK LEAVE ABSENCES			
NUMBER OF RESPONDENTS	5	210	215
MEAN	2.8%	2.4%	2.4%
MEDIAN	2.2	2.2
1 ST QUARTILE	1.4	1.4
3 RD QUARTILE	3.2	3.2
RANGE - LOW	1.5	.2	.2
HIGH	4.2	8.8	8.8
PERSONAL LEAVE ABSENCES			
NUMBER OF RESPONDENTS	5	177	182
MEAN6%	.4%	.4%
MEDIAN3	.3
1 ST QUARTILE1	.1
3 RD QUARTILE6	.6
RANGE - LOW1	*	*
HIGH	1.0	3.0	3.0

* LESS THAN ONE-TENTH OF ONE PERCENT

** TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLE 10 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 10 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

TABLE 17.--SUPPORT STAFF 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 ONE OR MORE SUPPORT STAFF GROUP 2	DOES NOT NEGOTIATE WITH ANY SUPPORT STAFF GROUP 3		
NUMBER OF RESPONDENTS	136	110		246
MEAN	4.1%	2.9%		3.5%
MEDIAN	3.5	2.4		3.0
1 ST QUARTILE	2.5	1.4		2.0
3 RD QUARTILE	5.2	4.0		4.4
RANGE - LOW6	.5		.5
HIGH	11.6	11.0		11.6

SICK LEAVE ABSENCES

NUMBER OF RESPONDENTS	144	114	258
MEAN	2.9%	2.0%	2.5%
MEDIAN	2.8	1.7	2.3
1 ST QUARTILE	1.9	1.0	1.4
3 RD QUARTILE	3.7	2.7	3.4
RANGE - LOW2	.2	.2
HIGH	8.8	7.4	8.8

PERSONAL LEAVE ABSENCES

NUMBER OF RESPONDENTS	126	93	219
MEAN5%	.4%	.4%
MEDIAN4	.3	.3
1 ST QUARTILE2	.1	.1
3 RD QUARTILE6	.5	.6
RANGE - LOW	*	*	*
HIGH	3.2	2.7	3.2

* LESS THAN ONE-TENTH OF ONE PERCENT

** TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLE 10 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 10 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

TABLE 18.--SUPPORT STAFF 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	181	41	222
MEAN	3.5%	4.0%	3.6%
MEDIAN	3.0	3.5	3.1
1 ST QUARTILE	2.0	2.3	2.1
3 RD QUARTILE	4.4	5.3	4.6
RANGE - LOW5	.6	.5
HIGH	11.6	8.6	11.6

SICK LEAVE ABSENCES

NUMBER OF RESPONDENTS	192	41	233
MEAN	2.6%	2.6%	2.6%
MEDIAN	2.3	2.3	2.3
1 ST QUARTILE	1.4	1.6	1.4
3 RD QUARTILE	3.4	3.5	3.5
RANGE - LOW2	.3	.2
HIGH	8.8	6.1	8.8

PERSONAL LEAVE ABSENCES

NUMBER OF RESPONDENTS	154	41	195
MEAN4%	.5%	.4%
MEDIAN3	.5	.3
1 ST QUARTILE1	.2	.1
3 RD QUARTILE5	.7	.6
RANGE - LOW	*	*	*
HIGH	1.4	2.3	2.3

* LESS THAN ONE-TENTH OF ONE PERCENT

** TOTALS IN COLUMN 4 MAY DIFFER FROM THOSE IN TABLE 10 BECAUSE SOME SCHOOL SYSTEMS PROVIDING ABSENCE DATA INCLUDED IN TABLE 10 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 SUPPORT STAFF MEMBERS IN THE SCHOOL SYSTEM TIMES THE TYPICAL LENGTH OF THE SUPPORT STAFF 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 7.5 DAYS BUT DIFFERENT LENGTH CONTRACT YEARS (180 DAYS; 200 DAYS), THE "ABSENCE RATES" WILL BE DIFFERENT, 4.2% AND 3.8% RESPECTIVELY.

TABLE 19.--FREQUENCY OF SUPPORT STAFF ABSENCE 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	
NO DAYS ABSENT	16.2%	13.8%	17.8%	25.0%	18.9%
1-5 DAYS ABSENT	37.3	40.1	40.8	44.7	41.8
6-10 DAYS ABSENT	22.8	25.6	23.0	19.2	22.6
11-30 DAYS ABSENT	20.5	16.5	15.6	8.0	14.0
MORE THAN 30 DAYS ABSENT	3.2	3.8	3.1	1.5	2.8
NUMBER RESPONDING	16	53	56	60	185

DATA REPRESENT THE AVERAGE OF THE PERCENT OF ALL SUPPORT STAFF 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 SUPPORT STAFF WERE ABSENT 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	
PERSONAL ILLNESS.....	67.4%	70.3%	70.9%	70.8%	70.1%
FAMILY ILLNESS.....	6.1	7.6	8.1	11.2	8.4
MATERNITY/PATERNITY.....	1.8	2.2	0.8	1.0	1.5
DEATH IN THE FAMILY.....	2.7	2.9	3.0	2.9	2.9
RELIGIOUS REASONS.....	0.8	0.3	0.1	0.2	0.3
PERSONAL REASONS (SUCH AS PERSONAL BUSINESS).....	10.4	8.9	9.7	9.4	9.5
OTHER REASONS.....	10.9	7.8	7.4	3.2	7.0
NUMBER RESPONDING	46	98	69	72	285

DATA REPRESENT THE AVERAGE OF THE PERCENT OF REASONS WHY SUPPORT STAFF 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 SUPPORT STAFF 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
SICK LEAVE AS A PERCENT OF ALL PAID LEAVE					
NUMBER OF RESPONDENTS	42	95	71	74	282
MEAN	74.9%	77.3%	77.5%	80.2%	77.7%
MEDIAN	81.1	79.3	80.6	83.2	81.1
1 ST QUARTILE	57.6	69.3	69.6	68.5	68.3
3 RD QUARTILE	90.3	88.2	85.5	92.5	88.7
RANGE - LOW	28.5	23.2	39.1	28.0	23.2
HIGH	100.0	100.0	100.0	100.0	100.0
PERSONAL LEAVE AS A PERCENT OF ALL PAID LEAVE					
NUMBER OF RESPONDENTS	34	83	62	55	234
MEAN	9.6%	13.1%	12.8%	16.8%	13.4%
MEDIAN	7.4	10.6	10.8	15.9	10.8
1 ST QUARTILE	3.7	6.3	6.7	9.5	6.7
3 RD QUARTILE	10.2	17.8	15.9	23.4	17.8
RANGE - LOW	1.3	.5	1.8	.6	.5
HIGH	37.3	55.4	49.8	41.6	55.4
OTHER PAID LEAVE AS A PERCENT OF ALL PAID LEAVE					
NUMBER OF RESPONDENTS	36	72	53	33	194
MEAN	18.1%	13.8%	14.9%	14.1%	15.0%
MEDIAN	7.2	9.3	10.8	8.7	9.5
1 ST QUARTILE	3.1	3.6	6.4	3.8	4.3
3 RD QUARTILE	31.1	17.8	18.2	17.8	20.0
RANGE - LOW6	.5	.8	1.0	.5
HIGH	56.9	58.6	59.0	48.8	59.0

TABLE 22.--LEAVE WITHOUT PAY TAKEN BY SUPPORT STAFF 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		
A. PERCENT OF SCHOOL SYSTEMS IN WHICH SUPPORT STAFF TOOK LEAVE WITHOUT PAY LEAVE WITHOUT PAY TAKEN . NO LEAVE WITHOUT PAY TAKEN						
	90.8%	75.8%	72.2%	42.1%		70.5%
	9.2	24.2	27.8	57.9		29.5
T O T A L	100.0	100.0	100.0	100.0		100.0
NUMBER OF RESPONDENTS	65	132	79	76		352
B. MEAN DAYS OF LEAVE WITHOUT PAY TAKEN BY ALL SUPPORT STAFF						
NUMBER OF RESPONDENTS	28	70	50	29		177
MEAN	1.4	.7	1.0	1.0		1.0
MEDIAN4	.3	.6	.4		.5
1 ST QUARTILE	*	.1	.4	.1		.1
3 RD QUARTILE	2.6	1.2	1.2	1.4		1.3
RANGE - LOW	*	*	*	*		*
 HIGH	5.3	3.6	3.9	6.4		6.4
C. MEAN DAYS OF LEAVE WITHOUT PAY TAKEN PER SUPPORT STAFF USING LEAVE WITHOUT PAY						
NUMBER OF RESPONDENTS	23	67	50	29		169
MEAN	35.7	23.6	25.0	21.3		25.3
MEDIAN	6.2	5.4	5.3	4.0		5.1
1 ST QUARTILE	2.9	3.0	3.5	2.3		3.1
3 RD QUARTILE	43.6	26.6	28.3	12.3		27.8
RANGE - LOW	1.0	1.0	1.0	1.0		1.0
 HIGH	180.0	180.0	240.0	183.0		240.0
D. SUPPORT STAFF TAKING LEAVE WITHOUT PAY AS A PERCENT OF ALL SUPPORT STAFF						
NUMBER OF RESPONDENTS	20	56	29	20		125
MEAN	2.9%	3.3%	3.6%	4.7%		3.5%
MEDIAN	2.0	2.4	2.1	3.5		2.5
1 ST QUARTILE6	.9	1.6	2.0		1.4
3 RD QUARTILE	3.8	4.9	5.5	7.1		5.5
RANGE - LOW	*	.1	.6	1.0		*
 HIGH	8.7	9.4	9.7	10.0		10.0

* 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 SUPPORT STAFF OR THE NUMBER OF DAYS NEEDED TO COMPUTE PARTS B, C, AND D OF TABLE 22.

TABLE 23.--SUPPORT STAFF 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	
A. PERCENT OF SCHOOL SYSTEMS IN WHICH SUPPORT STAFF TOOK ABSENCES DUE TO JOB-RELATED INJURIES OR ACCIDENTS						
JOB-RELATED INJURIES/ ACCIDENTS	95.5%	87.6%	84.2%	45.9%	79.5%	
NO JOB-RELATED INJURIES/ ACCIDENTS	4.5	12.4	15.8	54.1	20.5	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	67	129	76	74	346	
B. MEAN DAYS ABSENT DUE TO A JOB RELATED INJURY OR ACCIDENT TAKEN BY ALL SUPPORT STAFF						
NUMBER OF RESPONDENTS	36	76	49	22	183	
MEAN3	.3	.2	.3	.3	
MEDIAN2	.2	.1	.2	.2	
1 ST QUARTILE2	.1	*	*	.1	
3 RD QUARTILE5	.5	.4	.4	.4	
RANGE - LOW	*	*	*	*	*	
HIGH9	.9	.9	.8	.9	
C. MEAN DAYS ABSENT TAKEN PER SUPPORT STAFF WITH A JOB-RELATED INJURY OR ACCIDENT						
NUMBER OF RESPONDENTS	37	89	57	33	216	
MEAN	13.5	14.3	11.3	18.2	14.0	
MEDIAN	10.5	9.6	8.8	10.0	10.0	
1 ST QUARTILE	6.1	4.4	3.2	3.4	4.5	
3 RD QUARTILE	19.2	14.9	14.8	22.8	16.5	
RANGE - LOW	1.9	.9	1.3	1.0	.9	
HIGH	40.9	180.0	40.0	116.0	180.0	
D. SUPPORT STAFF ABSENCE DUE TO A JOB-RELATED INJURY OR ACCIDENT AS A PERCENT OF ALL SUPPORT STAFF						
NUMBER OF RESPONDENTS	37	89	53	30	209	
MEAN	4.1%	3.3%	2.8%	4.4%	3.5%	
MEDIAN	3.5	2.5	2.4	4.0	2.9	
1 ST QUARTILE	1.5	1.4	1.1	2.6	1.5	
3 RD QUARTILE	5.9	4.8	4.2	5.4	4.9	
RANGE - LOW2	.1	.2	1.5	.1	
HIGH	9.8	9.9	9.4	10.0	10.0	

* 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.--COST OF SUPPORT STAFF 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 SUPPORT STAFF SALARIES PER PUPIL						
NUMBER OF RESPONDENTS	27	74	52	41	194	
MEAN	\$ 15.02	\$ 10.84	\$ 10.90	\$ 8.22	\$ 10.89	
MEDIAN	\$ 12.97	\$ 9.17	\$ 7.60	\$ 6.95	\$ 8.57	
1 ST QUARTILE	\$ 8.46	\$ 5.80	\$ 5.25	\$ 4.59	\$ 5.59	
3 RD QUARTILE	\$ 16.87	\$ 13.59	\$ 12.50	\$ 8.97	\$ 12.97	
RANGE - LOW	\$ 3.55	\$ 3.53	\$ 3.26	\$ 3.01	\$ 3.01	
HIGH	\$ 51.48	\$ 45.76	\$ 66.56	\$ 45.54	\$ 66.56	

ANNUAL COST OF ABSENT SUPPORT STAFF SALARIES PER SUPPORT STAFF MEMBER

NUMBER OF RESPONDENTS	30	76	51	41	198
MEAN	\$ 450	\$ 340	\$ 294	\$ 257	\$ 328
MEDIAN	\$ 370	\$ 262	\$ 220	\$ 211	\$ 259
1 ST QUARTILE	\$ 265	\$ 170	\$ 177	\$ 155	\$ 175
3 RD QUARTILE	\$ 438	\$ 407	\$ 356	\$ 281	\$ 395
RANGE - LOW	\$ 91	\$ 93	\$ 92	\$ 100	\$ 91
HIGH	\$ 2160	\$ 1176	\$ 984	\$ 1113	\$ 2160

COST OF ABSENT SUPPORT STAFF SALARIES PER PUPIL DAY

NUMBER OF RESPONDENTS	32	78	63	50	223
MEAN	\$ 5647	\$ 846	\$ 303	\$ 48	\$ 1203
MEDIAN	\$ 1951	\$ 659	\$ 163	\$ 36	\$ 318
1 ST QUARTILE	\$ 1187	\$ 394	\$ 97	\$ 19	\$ 82
3 RD QUARTILE	\$ 7572	\$ 1085	\$ 298	\$ 72	\$ 909
RANGE - LOW	\$ 113	\$ 27	\$ 14	\$ 12	\$ 12
HIGH	\$ 50409	\$ 3183	\$ 2650	\$ 148	\$ 50409

COST OF ABSENT SUPPORT STAFF SALARIES AS A PERCENT OF TOTAL SUPPORT STAFF SALARIES

NUMBER OF RESPONDENTS	32	75	62	64	233
MEAN	4.5%	4.0%	3.5%	2.7%	3.6%
MEDIAN	4.5	3.7	2.8	2.3	3.1
1 ST QUARTILE	2.7	2.5	2.1	1.3	2.0
3 RD QUARTILE	5.9	5.0	4.2	3.2	4.5
RANGE - LOW6	1.0	.5	.5	.5
HIGH	10.8	11.3	11.6	12.1	12.1

TABLE 25.--SUPPORT STAFF ABSENTEEISM AS A MANAGEMENT CONCERN 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		
VERY HIGH CONCERN	9.1	7.5	8.8	5.3	7.6	
HIGH CONCERN	41.6	21.8	18.8	9.2	22.6	
MEDIUM CONCERN	37.7	49.0	50.0	39.5	45.0	
LOW CONCERN	10.4	17.7	18.8	26.3	18.2	
VERY LOW CONCERN	1.3	4.1	3.8	19.7	6.6	
T O T A L	100.1	100.1	100.2	100.0	100.0	
NUMBER OF RESPONDENTS	77	147	80	76	380	

TABLE 26.--PRIMARY METHOD USED BY SUPPORT STAFF FOR REPORTING SHORT-TERM ABSENCES IN RESPONDING 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		
CALL BUILDING PRINCIPAL	35.5	43.9	47.6	52.6	44.8	
CALL OTHER BUILDING LEVEL STAFF MEMBER	13.2	10.1	8.3	6.6	9.6	
CALL DIRECTOR OF PERSONNEL ...	7.9	10.1	8.3	1.3	7.6	
CALL OTHER CENTRAL-OFFICE STAFF MEMBER	5.3	6.1	3.6	13.2	6.8	
CALL TELEPHONE ANSWERING SERVICE	1.3	2.7	3.6	...	2.1	
OTHER	10.5	6.1	9.5	15.8	9.6	
MORE THAN ONE METHOD USED ...	26.3	20.9	19.0	10.5	19.5	
T O T A L	100.0	99.9	99.9	100.0	100.0	
NUMBER OF RESPONDENTS	76	148	84	76	384	

TABLE 27.--ADMINISTRATORS RESPONSIBLE FOR MANAGING SUPPORT STAFF LEAVE POLICIES 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	
A. MANAGEMENT RESPONSIBILITY					
RESPONSIBILITY CHARGED TO SPECIFIC ADMIN- ISTRATOR	87.0%	91.2%	81.0%	82.7%	86.4%
RESPONSIBILITY NOT CHARGED TO SPECIFIC ADMINISTRATOR	13.0	8.8	19.0	17.3	13.6
T O T A L	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS	77	147	84	75	383
B. TITLE OF ADMINISTRATOR WITH LEAVE POLICY RESPONSIBILITY					
PERSONNEL ADMINISTRATOR .	89.8%	83.3%	40.7%	1.7%	58.7%
PRINCIPAL	2.6	1.9	10.2	3.6
SUPERINTENDENT	2.0	4.4	38.9	78.0	26.4
BUSINESS ADMINISTRATOR ..	4.1	4.4	14.8	5.1	6.5
DIRECTOR OF ADMINISTRA- TION	4.1	2.6	3.7	...	2.5
OTHER	2.6	...	5.1	2.2
T O T A L	100.0	99.9	100.0	100.1	99.9
NUMBER OF RESPONDENTS	49	114	54	59	276

TABLE 28.--REGULAR VERIFICATION OF SUPPORT STAFF ABSENCES DUE TO SICK LEAVE 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	
A. EXTENT OF VERIFICATION					
ABSENCES VERIFIED	50.0%	31.1%	24.7%	27.6%	32.9%
ABSENCES NOT VERIFIED ...	50.0	68.9	75.3	72.4	67.1
T O T A L	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS	78	148	81	76	383
NOTE: SOME SCHOOL SYSTEMS THAT INDICATED THEY VERIFY ABSENCES DO SO ONLY IF ABSENCES ARE LONGER THAN A SPECIFIED PERIOD OF TIME (E.G., 3 CONSECUTIVE DAYS).					
B. METHODS OF VERIFICATION IN SYSTEMS THAT VERIFY ABSEN- CES					
TELEPHONE CALL TO ABSENT EMPLOYEE	17.9%	21.7%	35.0%	28.6%	23.8%
PHYSICIAN'S CERTIFICATE .	89.7	76.1	55.0	61.9	74.6
OTHER	20.5	26.1	25.0	28.6	24.6
NO METHOD SPECIFIED	5.1	4.3	10.0	4.8	5.6
NUMBER RESPONDING	39	46	20	21	126

NOTE: THE "OTHER" CATEGORY INCLUDES METHODS SUCH AS ABSENCE FORMS SIGNED BY THE SUPPORT STAFF, CONTACT BY THE PRINCIPAL, AND HOME VISITS.

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

TABLE 29.--REASONS FOR SUPPORT STAFF ABSENCE THAT WERE INCLUDED IN THE LEAVE POLICIES 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		
A. PERSONAL ILLNESS						
SICK LEAVE	98.6%	100.0%	100.0%	98.6%	99.5%	
PERSONAL LEAVE	1.4	1.4	.5	
OTHER PAID LEAVE	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	71	144	83	71	369	
B. FAMILY ILLNESS						
SICK LEAVE	61.7%	57.9%	65.3%	75.0%	63.5%	
PERSONAL LEAVE	25.0	27.1	19.4	18.8	23.4	
OTHER PAID LEAVE	13.3	15.0	15.3	6.3	13.1	
T O T A L	100.0	100.0	100.0	100.1	100.0	
NUMBER OF RESPONDENTS	60	133	72	64	329	
C. MATERNITY/PATERNITY						
SICK LEAVE	89.3%	82.2%	83.9%	88.6%	85.0%	
PERSONAL LEAVE	3.6	10.2	4.8	6.8	7.1	
OTHER PAID LEAVE	7.1	7.6	11.3	4.5	7.9	
T O T A L	100.0	100.0	100.0	99.9	100.0	
NUMBER OF RESPONDENTS	56	118	62	44	280	
D. DEATH IN THE FAMILY						
SICK LEAVE	35.1%	40.7%	30.1%	44.3%	38.0%	
PERSONAL LEAVE	8.8	20.0	11.0	23.0	16.6	
OTHER PAID LEAVE	56.1	39.3	58.9	32.8	45.4	
T O T A L	100.0	100.0	100.0	100.1	100.0	
NUMBER OF RESPONDENTS	57	135	73	61	326	
E. RELIGIOUS REASONS						
SICK LEAVE	1.8%	3.0%	2.1%	3.0%	2.5%	
PERSONAL LEAVE	69.1	68.3	68.1	72.7	69.1	
OTHER PAID LEAVE	29.1	28.7	29.8	24.2	28.4	
T O T A L	100.0	100.0	100.0	99.9	100.0	
NUMBER OF RESPONDENTS	55	101	47	33	236	
F. PERSONAL REASONS (SUCH AS PERSONAL BUSINESS)						
SICK LEAVE	5.4%	4.4%	...	7.4%	4.2%	
PERSONAL LEAVE	89.3	85.8	95.2	87.0	88.8	
OTHER PAID LEAVE	5.4	9.7	4.8	5.6	7.0	
T O T A L	100.1	99.9	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	56	113	63	54	286	

TABLE 30.--LOCAL POLICIES THAT LIMIT SICK LEAVE ACCUMULATION 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
A. EXTENT OF POLICIES					
POLICY LIMITING ACCUMULATION	33.3%	54.5%	54.7%	74.3%	54.0%
NO POLICY LIMITING ACCUMULATION	66.7	45.5	45.3	25.7	46.0
T O T A L	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS	75	132	75	70	352
B. SICK LEAVE DAYS THAT MAY BE ACCUMULATED IN SYSTEMS THAT ALLOW ACCUMULATION					
NUMBER OF RESPONDENTS	22	66	36	47	171
MEAN	148	129	127	89	120
MEDIAN	150	121	120	90	120
1 ST QUARTILE	75	90	90	37	65
3 RD QUARTILE	190	180	180	120	180
RANGE - LOW	45	18	2	3	2
HIGH	270	252	270	184	270

TABLE 31.--LOCAL POLICIES THAT PROVIDE FOR PAYING SUPPORT STAFF 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	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
POLICY FOR SICK LEAVE RECOVERY	52.1%	45.8%	42.3%	25.8%	42.4%
NO POLICY FOR SICK LEAVE RECOVERY	47.9	54.2	57.7	74.2	57.6
T O T A L	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS	71	120	71	66	328

TABLE 32.--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	1	
A. NUMBER OF DAYS PER YEAR						
NONE	14.7%	12.8%	20.0%	28.2%	17.8%	
1 DAY	8.0	12.8	10.0	11.3	10.9	
2 DAYS	28.0	31.6	30.0	28.2	29.8	
3 DAYS	32.0	16.5	21.3	19.7	21.4	
4 DAYS	2.7	3.8	7.5	1.4	3.9	
5 DAYS	2.7	3.8	2.5	2.8	3.1	
6 DAYS	6.7	12.8	5.0	2.8	7.8	
MORE THAN 6 DAYS*	2.7	1.5	3.8	2.8	2.5	
UNLIMITED/AS NEEDED	1.3	1.5	...	2.8	1.4	
PROVIDED-NO DAYS DATA ...	1.3	3.0	1.4	
T O T A L	75 100.1	133 100.1	80 100.1	71 100.0	359 100.0	
MEAN**	4	3	4	3	3	
MEDIAN**	3	2	2	2	2	
RANGE - LOW	1	1	1	1	1	
HIGH	30	15	100	12	100	
* 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	36.4%	53.2%	56.7%	63.6%	52.2%	
REASONS NOT REQUIRED	57.6	36.5	40.3	29.1	40.4	
NO RESPONSE	6.1	10.3	3.0	7.3	7.3	
T O T A L	100.1	100.0	100.0	100.0	99.9	
NUMBER OF RESPONDENTS	66	126	67	55	314	
C. PERMISSION REQUIRED BEFORE PERSONAL LEAVE TAKEN IN SYSTEMS GRANTING PERSONAL LEAVE						
PERMISSION REQUIRED	77.3%	81.0%	86.6%	85.5%	82.2%	
PERMISSION NOT REQUIRED	18.2	11.1	7.5	3.6	10.5	
NO RESPONSE	4.5	7.9	6.0	10.9	7.3	
T O T A L	100.0	100.0	100.1	100.0	100.0	
NUMBER OF RESPONDENTS	66	126	67	55	314	

TABLE 33.--DISSEMINATION OF INFORMATION ON SUPPORT STAFF ABSENTEEISM OUTSIDE THE DEPARTMENT CHARGED WITH ADMINISTERING SUPPORT STAFF LEAVE POLICIES 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	300 TO 2,499 5	
A. EXTENT OF DISSEMINATION						
INFORMATION REGULARLY DISSEMINATED	23.1%	30.4%	34.6%	27.3%	29.2%	
INFORMATION NOT REGULARLY DISSEMINATED	76.9	69.6	65.4	72.7	70.8	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	78	148	81	77	384	
B. METHOD OF DISSEMINATION IN SYSTEMS THAT DISSEMINATE INFORMATION						
MEMORANDUM	22.2%	30.2%	15.8%	20.0%	24.2%	
REGULAR REPORT	72.2	62.8	63.2	60.0	64.2	
DISTRICT NEWSLETTER	13.3	2.1	
LOCAL NEWSPAPER	6.7	1.1	
OTHER	5.6	11.6	5.3	...	7.4	
NO METHOD SPECIFIED	5.6	4.7	26.3	26.7	12.6	
NUMBER RESPONDING	18	43	19	15	95	
C. PERSONS RECEIVING INFORMATION IN SYSTEMS THAT DISSEMINATE INFORMATION						
SCHOOL BOARD	38.9%	36.4%	51.9%	57.1%	44.5%	
SUPERINTENDENT	66.7	72.7	85.2	81.0	76.4	
OTHER CENTRAL-OFFICE ADMINISTRATORS	83.3	90.9	66.7	47.6	75.5	
PRINCIPALS	55.6	68.2	66.7	66.7	65.5	
SUPPORT STAFF	33.3	15.9	11.1	28.6	20.0	
ALL BUILDING STAFF	22.2	11.4	7.4	9.5	11.8	
ALL DISTRICT STAFF	16.7	9.1	11.1	14.3	11.8	
OTHER	11.1	4.5	3.7	4.8	5.5	
NO PERSON SPECIFIED	
NUMBER RESPONDING	18	44	27	21	110	

NOTE: TOTALS ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS DISSEMINATE INFORMATION BY MORE THAN ONE METHOD.

NOTE: TOTALS MAY ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS DISSEMINATE INFORMATION TO MORE THAN ONE GROUP OF PERSONS.

TABLE 34.--PROGRAMS FOR RECOGNIZING SUPPORT STAFF 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		
A. EXTENT OF PROGRAM						
PROGRAM ESTABLISHED	6.5%	4.0%	2.4%	5.2%	4.4%	
NO PROGRAM ESTABLISHED ..	93.5	96.0	97.6	94.8	95.6	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	77	149	82	77	385	
B. METHOD OF RECOGNITION IN SYSTEMS THAT HAVE A PROGRAM						
LETTER/CERTIFICATE OF RECOGNITION	40.0%	50.0%	50.0%	66.7%	50.0%	
RECOGNITION BY SCHOOL BOARD	16.7	50.0	33.3	18.8	
MONETARY BONUS	16.7	...	33.3	12.5	
RECOGNITION ON EVAL- UATION FORM	40.0	16.7	50.0	...	25.0	
RECOGNITION IN DISTRICT NEWSLETTER	20.0	...	100.0	33.3	25.0	
RECOGNITION IN LOCAL NEWSPAPER	50.0	33.3	12.5	
NO METHOD SPECIFIED.....	20.0	6.3	
NUMBER RESPONDING	5	6	2	3	16	
NOTE: TOTALS MAY ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS PROVIDED MORE THAN ONE METHOD OF RECOGNITION.						
C. EVALUATION OF PROGRAMS IN SYSTEMS THAT HAVE A PROGRAM						
VERY SUCCESSFUL	
MODERATELY SUCCESSFUL ...	20.0%	66.7%	100.0%	75.0%	58.8%	
NOT SUCCESSFUL	40.0	11.8	
DON'T KNOW	40.0	16.7	17.6	
NO RESPONSE	16.7	...	25.0	11.8	
T O T A L	100.0	100.1	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	5	6	2	4	17	

TABLE 35.--PROCEDURES FOR PENALIZING SUPPORT STAFF WITH POOR 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		
A. EXTENT OF PROCEDURE						
PROCEDURE ESTABLISHED ...	28.6%	30.9%	24.4%	15.4%	25.9%	
NO PROCEDURE ESTABLISHED.	71.4	69.1	75.6	84.6	74.1	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	77	149	82	78	386	
B. METHOD OF PENALIZING IN SYSTEMS THAT HAVE A PROCEDURE						
TERMINATED	76.2%	39.1%	60.0%	58.3%	53.5%	
SUSPENDED	52.4	26.1	45.0	41.7	37.4	
REPRIMANDED	76.2	78.3	80.0	58.3	75.8	
PLACED ON PROBATION	42.9	17.4	40.0	33.3	29.3	
FINED/DOCKED IN PAY	61.9	30.4	70.0	66.7	49.5	
OTHER	19.0	10.9	10.0	...	11.1	
NO METHOD SPECIFIED	2.2	1.0	
NUMBER RESPONDING	21	46	20	12	99	
NOTE: TOTALS MAY ADD TO MORE THAN 100.0 PERCENT BECAUSE SOME SCHOOL SYSTEMS USED MORE THAN ONE DISCIPLINARY PROCEDURE.						
C. EVALUATION OF PROCEDURES IN SYSTEMS THAT HAVE A PROCEDURE						
VERY SUCCESSFUL	4.5%	8.7%	30.0%	41.7%	16.0%	
MODERATELY SUCCESSFUL ...	72.7	34.8	50.0	25.0	45.0	
NOT SUCCESSFUL	18.2	19.6	15.0	...	16.0	
DON'T KNOW	4.5	30.4	5.0	16.7	18.0	
NO RESPONSE	6.5	...	16.7	5.0	
T O T A L	99.9	100.0	100.0	100.1	100.0	
NUMBER OF RESPONDENTS	22	46	20	12	100	

TABLE 36.--COLLECTIVE BARGAINING CONTRACT PROVISIONS RELATING TO SUPPORT STAFF 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	
A. EXTENT OF NEGOTIATIONS					
NEGOTIATE WITH ONE OR MORE SUPPORT STAFF GROUPS.....	60.3%	60.1%	65.4%	34.6%	56.1%
DO NOT NEGOTIATE WITH ONE OR MORE SUPPORT STAFF GROUPS.....	39.7	39.9	34.6	65.4	43.9
T O T A L.....	100.0	100.0	100.0	100.0	100.0
NUMBER OF RESPONDENTS.....	78	148	81	78	385
B. CONTRACT PROVISIONS RELATING TO SUPPORT STAFF LEAVE POLICIES IN SYSTEMS THAT NEGOTIATE WITH SUPPORT STAFF					
PROVISION INCLUDED.....	75.0%	78.9%	79.2%	78.6%	78.1%
NO PROVISION INCLUDED....	16.7	14.4	11.3	17.9	14.6
NO RESPONSE.....	8.3	6.7	9.4	3.6	7.3
T O T A L.....	100.0	100.0	99.9	100.1	100.0
NUMBER OF RESPONDENTS.....	48	90	53	28	219
C. MAJOR SUPPORT STAFF GROUPS-- PERCENT OF NEGOTIATING SCHOOL SYSTEMS WITH COLLECTIVE BARGAINING UNITS					
CUSTODIAL.....	76.7%	87.9%	91.9%	100.0%	88.2%
SECRETARIAL/CLERICAL.....	83.3	87.9	70.3	94.7	83.3
CAFETERIA.....	66.7	65.5	70.3	57.9	66.0
TRANSPORTATION.....	56.7	53.4	67.6	31.6	54.9
PARAPROFESSIONAL.....	46.7	46.6	32.4	21.1	39.6
MAINTENANCE.....	46.7	36.2	37.8	15.8	36.1
D. MEAN NUMBER OF NEGOTIATING SUPPORT STAFF GROUPS IN SYSTEMS THAT NEGOTIATE WITH SUPPORT STAFF.....					
	6	4	4	3	4

TABLE 37.--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	23.3%	10.3%	7.3%	5.2%	11.1%	
NO GRIEVANCE(S) FILED	76.7	89.7	92.7	94.8	88.9	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	73	145	82	77	377	

TABLE 38.--STRIKES BY ONE OR MORE SUPPORT STAFF GROUPS 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	16.4%	6.9%	1.2%	1.3%	6.4%	
NO STRIKES OCCURRED IN THE PAST FIVE YEARS	83.6	93.1	98.8	98.7	93.6	
T O T A L	100.0	100.0	100.0	100.0	100.0	
NUMBER OF RESPONDENTS	73	145	82	77	377	

LOCAL SCHOOL SYSTEM RESPONSE TO SUPPORT STAFF ABSENTEEISM

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

Included in this section are 26 examples obtained from responding school systems. 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 six categories:

1. Absence profile (1 example)
2. Extended sick leave (3 examples)
3. Advancement of sick leave (2 examples)
4. Payment for unused sick leave at retirement or resignation (7 examples)
5. Sick leave banks (5 examples)
6. Disciplinary procedures relating to sick leave abuse (8 examples)

Absence Profile

EX 1

CLARK COUNTY SCHOOL DISTRICT (Las Vegas, Nevada)
Fall 1978 Enrollment: 86,200

EMPLOYEE ABSENCE PROFILE

M6010059

DATE 10/02/79

CRESTWOOD ELEM

#211

ABSENCES YEAR-TO-DATE

SMTWTFS

SMTWTFS

SMTWTFS

SMTWTFS

--LEAVE BALANCES

EMPLOYEE'S NAME

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DAYS

SOCIAL SECURITY NO. DAYS

I 3.0 P 0.0 M 0.0
F 0.0 V 0.0 S 0.0
B 0.0 W 0.0 A 0.0
T 3.0 J 0.0 L 0.0

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SICK 30.0
VACATION 0.0
PERSONAL 0.0

EMPLOYEE'S NAME

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DAYS

SOCIAL SECURITY NO. DAYS

I 1.0 P 0.0 M 0.0
F 4.0 V 0.0 S 0.0
B 0.0 W 0.0 A 0.0
T 5.0 J 0.0 L 0.0

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SICK 59.5
VACATION 0.0
PERSONAL 0.0

EMPLOYEE'S NAME

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DAYS

SOCIAL SECURITY NO. DAYS

I 2.0 P 1.0 M 0.0
F 0.0 V 0.0 S 3.0
B 0.0 W 0.0 A 0.0
T 2.0 J 0.0 L 0.0

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SICK 23.0
VACATION 0.0
PERSONAL 0.0

KEY *--HOLIDAY, A--AUTHORIZED ABSENCE, B--BEREAVEMENT, F--FAMILY ILLNESS, I--PERSONAL ILLNESS, J--JURY DUTY, L--LEAVE W/O PAY, M--MILITARY LEAVE, P--PERSONAL LEAVE, T--SICK LEAVE TOTAL, S--SCHOOL BUSINESS, V--VACATION, W--SUBPOENA AS WITNESS.

Extended Sick Leave

EX 2

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT (Folsom, California)
Fall 1978 Enrollment: 10,510

4246 SICK LEAVE

4246.7 Extended Sick Leave Differential

- A. When a regular employee has exhausted all available sick leave and all accrued annual vacation credit and is not able to resume the duties of his or her position, he or she shall be paid not less than the difference between his or her salary and that of a substitute for an additional period of five months. If no substitute is employed to fill his or her position, he or she receives full salary during this period.
- B. For the purposes of this policy the substitute pay is considered to be the amount paid to any regular employees for hours worked in addition to those of their regular assignments, plus any amount paid to any non-regular employees, for work resulting from the absence. It is not necessary that the substitute be required to assume all the duties and responsibilities of the position, or that he or she be hired in the same class or salary range. The substitute status is established when additional hours of work are assigned to any employee as a result of the absence. Principals and Department Heads are responsible for entering the names and hours worked by these substitutes on the Absence Certificates of employees on extended sick leave.
- C. All benefits continue during this five month period. Included are health insurance, paid holidays, leave earnings and seniority.
- D. The District may at any stage of this absence require evidence, including doctor's statement, of the employee's ability or inability to satisfactorily perform the functions of his or her position. Approval of the Assistant Superintendent of Personnel Services may be required prior to a return to duty status following an accident or illness absence which extends into differential status.

EX 3

OXNARD UNION HIGH SCHOOL DISTRICT (Oxnard, California)
Fall 1978 Enrollment: 10,714

ARTICLE X: LEAVES

Section 3 A regular classified employee who is absent because of illness or accident beyond his accumulated sick leave shall be paid at the rate of 50 percent of his daily rate of pay for those days beyond his accumulated sick leave. This additional paid sick leave, when added to his accumulated sick leave, shall not exceed 100 working days in the fiscal year. It shall not be accumulative and shall be exclusive of any other paid leave, holidays, vacation or authorized compensatory time to which the employee may be entitled. Absence because of accident or illness beyond the 100 working days shall be without pay. The extended sick leave described above shall be granted to all regular classified employees on July 1 of each year. It shall be prorated for employees working less than a full year.

An employee who is unable to return to full time work with a full medical release at the termination of sick leave shall either resign or shall request a medical leave.

EX 4

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

ARTICLE 8--LEAVES OF ABSENCE

b. Sick Leave

- 1(e) If it should become necessary in the case of an employee with at least three (3) years' duration in the System, additional sick leave may be granted at the discretion of the Board of Education and on the recommendation of the Superintendent for personal illness in an amount not to exceed one (1) year at one-half (1/2) pay, and a second year at one-third (1/3) pay, after which extension of sick leave shall be terminated. It is understood that this extended sick leave is for long term rather than sporadic illnesses and that during an employee's period of service with the school district, it (one year at 1/2 pay and one year at 1/3 pay) represents the maximum amount available to any individual employee.

SOURCE: *Agreement Between the Board of Education of Great Neck Union Free School District and the Great Neck Buildings and Grounds Association, 1978-80, p. 6.*

Advancement of Sick Leave**EX 5**

BALTIMORE COUNTY PUBLIC SCHOOLS (Towson, Maryland)
Fall 1978 Enrollment: 108,268

ARTICLE VII: ABSENCES & LEAVES

11. Sick Leave

The use of anticipated sick leave for the current year will be retroactive, once the employee completes one (1) duty day. . . .

An employee who, on termination of service with the Board of Education, is indebted to said Board for advanced sick leave shall have the amount of such indebtedness deducted from his earned salary. An employee must reimburse said Board for any amount of indebtedness for advanced sick leave not covered by any monies due him.

SOURCE: *Master Agreement Between Council 67/Local 434 of the American Federation of State, County and Municipal Employees, AFL-CIO and the Board of Education of Baltimore County, July 1, 1976-June 30, 1978, p. 23.*

EX 6

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

ARTICLE XII: LEAVES

A. Sick Leave

4. Advancement of Sick Leave--At the beginning of each school year, a unit member on permanent status is advanced sick leave that will be earned during the school year. Sick leave in excess of the amount to be earned may be advanced by the Superintendent. Unit members are liable for all advanced sick leave.
6. Indebtedness of Advanced Sick Leave at Termination of Service--A unit member, who, on termination of service with the Montgomery County Public Schools, is indebted to said system for advanced sick leave shall have the amount of such indebtedness deducted from his/her earned salary. A unit member must reimburse said system for any amount of indebtedness for advanced sick leave not covered by his/her earned salary.

SOURCE: *Agreement Between Montgomery County Council of Supporting Services Employees and Board of Education of Montgomery County for the School Years 1977-80, Rockville, Maryland, p. 13.*

Payment For Unused Sick Leave at Retirement or Resignation

EX 7

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

4.16 Terminal pay benefits. -Effective June 30, 1969, any regular full-time non-instructional employee shall be entitled to terminal pay at the time of normal retirement or payment will be made to his beneficiary if service is terminated by death. Such terminal pay shall be computed at the daily rate of pay of the employee at retirement or death multiplied by one-half (1/2) the total number of accrued sick leave days up to 120 days credited to the employee.

(a) Normal retirement, as used in this subsection, shall mean retirement with either full or reduced benefits as provided by law or mandatory retirement due to the attainment of the age of seventy years, but shall not mean disability retirement.

(1) Any person to be entitled to terminal pay benefits shall have rendered or have been employed to render full-time services for the school year immediately preceding his retirement or death and shall not be under suspension from duty except for reasons pertaining to health, or have any charges pending which could result in dismissal from employment and shall have rendered not less than three years of service in the Santa Rosa County School District.

General Authority:
230.22(2), F.S.

Law implemented:
231.48(2), F.S.

EX 8

VIGO COUNTY SCHOOL CORPORATION (Terre Haute, Indiana)
Fall 1978 Enrollment: 19,893

ADMINISTRATIVE CLERICAL EMPLOYEES

VI. FRINGE BENEFITS

2. Severance Pay - All administrative clerical personnel who have completed five (5) years of service with the Vigo County School Corporation upon separation because of disability, death, or having reached age fifty (50) prior to the beginning of the following school year and having completed the contract for the current school year, shall receive an amount up to but not exceeding three thousand (3,000) dollars computed by combining the following two formulae:
 - a. Twenty-five dollars (\$25.00) for each year of service in the Vigo County School Corporation, and
 - b. Twenty dollars (\$20.00) for each unused accumulated sick and personal leave day.

PUPIL TRANSPORTATION EMPLOYEES

SEVERANCE

Bus drivers who have completed five years of service with the Vigo County School Corporation shall be paid upon their retirement age of 65 years, fifty percent of their unused sick leave.

If these employees elect to retire at age 62, they shall have one-third of their unused sick leave, provided they have met the above requirements.

VIGO COUNTY SCHOOL CORPORATION (Continued)

CAFETERIA EMPLOYEES

SEVERANCE PAY

Cafeteria employees are required to retire at the end of the school year in which they reach age sixty-five. If the sixty-fifth birthday occurs after July 31, the individual has the privilege of continuing for the following year.

Cafeteria personnel who are elected for the school year and who have completed five years of service with the Vigo County School Corporation shall be paid upon their retirement, whether through disability or mandatory retirement age 65 years, fifty percent (50%) of their unused accumulated sick leave at the time of their retirement.

Cafeteria personnel who elect to retire at age 62 will be paid one-third of their unused sick leave, provided that they have met the requirements as stated in the paragraph above.

EX 9

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS (Upper Marlboro, Maryland)
Fall 1978 Enrollment: 133,613

4152.3 Disposition of Unused Leave Upon Retirement

(For Classified employee contained within a negotiating unit refer to appropriate negotiated agreement.)

Upon retirement after twelve (12) years of service with the Prince George's County Public Schools, a classified employee shall receive payment for three tenths (3/10) of his unused sick leave or for twenty-five (25) days of unused annual leave whichever is greater. A person retiring on disability would be eligible for such payment after five (5) years of service with the Prince George's County Public Schools.

EX 10

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

ARTICLE XIV: PAID FOR LEAVE TIME

Section 4 Cash Surrender Value

Upon the death of an employee or his retirement under either the Public School Employee's Retirement Act, Social Security or ten (10) calendar years of service, the employee will receive cash value for fifty percent (50%) of his accumulated sick leave.

SOURCE: *Agreement Between the Warren Consolidated Schools Board of Education and the American Federation of State, County and Municipal Employees, AFL-CIO Council 23, Local Union 1346, 1976-1979, p. 32.*

ARTICLE XIV: COMPENSABLE LEAVE

Section C - Cash Surrender

Upon the death of an employee, his/her retirement under the Michigan School Employees' Retirement Act, Social Security or severance after ten (10) years of service, the accumulated sick leave to his/her credit shall have a cash surrender value of fifty percent (50%) of his/her current salary rate.

SOURCE: *Agreement Between the Warren Consolidated Schools Board of Education and the American Federation of State, County and Municipal Employees, AFL-CIO Council 23, Local Union 1815, January 1, 1977-December 31, 1979, p. 21.*

EX 11 WILLOW RUN COMMUNITY SCHOOLS (Ypsilanti, Michigan)
Fall 1978 Enrollment: 4,199

ARTICLE XI: SICK LEAVE AND PERSONAL BUSINESS DAYS

Section 1. Sick Leave

J. Sick Leave may be accumulated without limit. Upon termination of employment for any cause except discharge for criminal or immoral acts after ten (10) years of accumulated service, or upon death prior to said ten (10) years, the employee will be paid half the accumulated unused sick leave at the rate of \$25.00 per day up to a maximum of seventy-five (75) days.

SOURCE: *1978-1981 Agreement Between Willow Run Board of Education and Willow Run Chapter of Local 290*, p. 23.

EX 12 GREAT NECK UNION FREE SCHOOL DISTRICT (Great Neck, New York)
Fall 1978 Enrollment: 7,200

VI. EMPLOYEE BENEFIT

6.7 Unused Sick Leave at Retirement

A member of the bargaining unit who gives notice of intent to retire prior to March 1 shall receive, upon retirement, one (1) day's pay for each three (3) days of accumulated sick leave, up to a maximum of forty (40) days' pay. Such notice requirement shall be waived in cases of emergency or unforeseen circumstances.

SOURCE: *Agreement Between the Board of Education, Great Neck Union Free School District and the Great Neck Office Staff Association (July 1, 1978-June 30, 1981)*, p. 12.

EX 13 MASSILLON CITY SCHOOLS (Massillon, Ohio)
Fall 1978 Enrollment: 5,700

4.500 HOLIDAYS, VACATIONS, LEAVES, ABSENCE

4.536 Severance Pay

Upon retirement, after adoption of this policy, as hereinafter defined, following ten (10) years of service in the District, non-certificated personnel of the District shall be entitled to one-fourth (1/4) of their total accumulated and unused sick leave at the time of retirement up to a maximum of one-fourth (1/4) 120 days at the per diem rate at the time of retirement.

"Retirement" shall be defined to mean eligibility for retirement benefits under the School Employees Retirement System. Within the meaning of this policy, an individual may "retire" once only. Retirement from another district shall make an individual ineligible for this retirement benefit. This policy does not apply to anyone who left the system prior to this adoption. Policy to be effective June 1, 1974.

Sick Leave Banks

EX 14 TOWNSHIP HIGH SCHOOL DISTRICT 214 (Mt. Prospect, Illinois) Fall 1978 Enrollment: 18,811

ARTICLE 11: SICK LEAVE

Section 1 All District 214 Custodial and Maintenance Personnel, after ninety (90) calendar days of employment, will participate in the sick leave bank. Summer employment shall be excluded from this plan, but District 214 members employed beyond the end of the school term as a continuation of their school term employment shall continue to participate in the plan during such extended employment.

Section 2 The Sick Leave Bank Governing Board of Local 11 in consultation with the Superintendent will act as an Advisory Board in all matters that concern the policies and the administration of the sick leave bank.

Section 3 The Board of Education will place 200 days in the bank at the beginning of the 1975-76 school year and then add an additional 200 days per year until a maximum of 600 days is established. Each year thereafter the Board of Education will add 200 days or a sufficient number of days to bring the reserve to the previous 600, whichever is less.

Section 4 No one will be able to withdraw days from the bank until after his own accrued sick leave days have been depleted, he has presented a doctor's written verification of his illness, and his request has been approved by the Sick Leave Bank Governing Board of Local 11 or its designee.

Section 5 Each member will be eligible for a maximum of two times the amount of his accumulated sick leave from the sick leave bank at the beginning of each school year. The member's entitlement in the bank shall not be reduced unless actually used. However, in no case shall the accumulated days in the sick leave bank exceed 280.

If a prolonged illness or hospitalization for any District 214 member continues from one school year to another, the member will be entitled to no more and no less than the total number of days accrued from the accumulated sick leave and the sick leave bank as calculated at the beginning of the illness when disability was first caused.

Section 6 No member will accumulate additional annual sick leave while absent due to illness.

The intent of this plan is to provide extended sick leave to those District 214 members who incur a period of prolonged illness or hospitalization (other than when such illness or hospitalization relates to normal pregnancy).

EX 15 VIGO COUNTY SCHOOL CORPORATION (Terre Haute, Indiana) Fall 1978 Enrollment: 19,893

ADMINISTRATIVE CLERICAL EMPLOYEES

VI. FRINGE BENEFITS

5. Bank of Sick Days - In addition to the above-mentioned sick and personal leave days, the employer hereby establishes the following:

- a. A bank of one hundred (100) days for personal illness excluding pregnancy for the use of all administrative clerical employees on July 1st of each school year. Said bank of days shall be for the use of administrative clerical employees who, after having first used all of their annual and accumulated days, may apply to the Director of Personnel for additional days' leave with pay, to be deducted from the bank of days, in cases of serious personal illness, major surgery, or serious accident.

- b. The administrative clerical employee must make application to the Director of Personnel to qualify for the receipt of said bank of days. It shall be the responsibility of the Director of Personnel to notify the employee within forty-eight (48) hours as to whether his/her request is granted or denied. The Director of Personnel shall not unreasonably withhold the granting of sick leave bank of days.
- c. The criteria for granting to the administrative clerical employee days from the sick bank are attached hereto as Appendix A.
- d. The bank of sick days shall be for a period of one (1) school year. At the beginning of each school year, the administration shall recredit to the bank a sufficient number of days to bring the bank to one hundred (100) days total.

APPENDIX A

Sick Leave Bank Criteria

1. The purpose of the Sick Leave Bank is to relieve administrative clerical employees from undue financial burdens due to absence from work on a long-term basis due to personal illness, injury, or incapacitation sufficiently severe that it would make their presence in the office inadvisable.
2. The administrative clerical employee or his representative must make written application to the Director of Personnel, and it shall be accompanied by a physicians's statement describing the illness and a prognosis for a date of return to work.
3. The days in the Bank cannot be granted retroactively.
4. If the days are granted an administrative clerical employee from the Bank, such benefit shall begin on the sixth (6th) day following the expiration of all sick days and personal leave days available to the administrative clerical employee.
5. All other contractual leave days shall be waived while drawing from the Sick Leave Bank.
6. An administrative clerical employee may be granted up to twenty-five (25) days from the Bank in response to his/her initial application. If, after the original twenty-five (25) days, the administrative clerical employee is unable to return, he/she may submit a second application and may be granted up to twenty-five (25) additional days. The second twenty-five (25) days will only commence after five (5) work days have elapsed following expiration of the first twenty-five (25) days. The second application must be accompanied by a second statement from his/her physician as described in Section 2.
7. Paid holidays shall not be charged against the Sick Leave Bank but shall be compensated for under the terms of the administrative clerical policy.

EX 16 MONTGOMERY COUNTY PUBLIC SCHOOLS (Rockville, Maryland)
Fall 1978 Enrollment: 107,430

ARTICLE XII--Leaves

A. Sick Leave

9. MCCSSE Sick Leave Bank

a) Statement of Intent

The purpose of the sick leave bank is to provide sick leave to contributors to the bank after their accumulated sick leave has been exhausted--and more specifically to provide such leave from the bank in cases of catastrophic illnesses.

b) Rules

- (1) The leave bank may be used only by the individual contributor for his or her personal illness.

MONTGOMERY COUNTY PUBLIC SCHOOLS (Continued)

- (2) The leave bank may not be used for illnesses of other members of the contributor's family.
- (3) The leave bank may not be used by the contributor to remain away from his/her position in order to assist a member of his/her family who is ill.
- (4) Only earned sick leave may be contributed to the leave bank--annual and personal leave may not be contributed.
- (5) The sick leave bank may not be used by unit members disabled by an injury covered by Workmen's Compensation.
- (6) Persons who enroll during the first open enrollment period--up to and including December 1, 1972, shall be enrolled without regard to preexisting conditions of health if they are on active duty at the time of contribution. Thereafter, contributions can be made between July 1 and December 1 of the following year. Unit members, except for those unit members returning from extended leave and new unit members, may make contributions either thirty (30) calendar days after reassignment or upon reaching permanent status. Unit members returning from extended sick leave or disability leave will be permitted to contribute to the bank on approval of the committee.
- (7) Permanent and conditional unit members of the Montgomery County Public Schools shall be eligible to participate in the bank.
- (8) In order to draw days from the sick leave bank, unit members must contribute to the bank at the rate of one (1) day of their working hours per year for ten-month personnel, and one (1) day of their working hours per year for twelve-month personnel. Contributors must use all accumulated sick leave before applying for leave from the bank.
- (9) A contributor will lose the right to utilize the benefits of the sick leave bank only by:
 - (a) Termination or suspension of employment in MCPS.
 - (b) Cancellation of participation, which is effective only at the close of a fiscal year--June 30 of each year.
 - (c) Refusal to continue regular contributions at the beginning of each fiscal year--July 1 of each year.
 - (d) Refusal to make such additional contributions as may be required from time to time by the administering committee to prevent bankruptcy of the bank.
- (10) The existence of the sick leave bank and participation by a unit member in the bank does not negate or eliminate any other sick leave policies of the MCPS, nor does it in any way negate the rights of individual unit members who participate in the bank to other sick leave benefits.
- (11) All donations will remain in force for the fiscal year in which they are contributed, and will not be cancelled.
- (12) Unit members enrolling during the open period from July 1 through December 1 of any year will have a waiting period of six (6) months before the unit member can use the sick leave bank. New unit members joining the sick leave bank will also have a waiting period of six (6) months before the unit member can use the sick leave bank.

c) Procedures

- (1) Contributions to the bank must be made on an MCCSSE Sick Leave Bank Donation form by the individual member and shall be continued from year to year until cancelled in writing by the unit member.
- (2) The MCCSSE sick leave bank administration committee will approve all donations before they are forwarded to the MCPS Division of Payroll.

MONTGOMERY COUNTY PUBLIC SCHOOLS (Continued)

- (3) The committee will review and recommend to the MCPS Department of Supporting Services Personnel approval or denial of all requests to draw on the sick leave bank within twelve (12) working days after such request is received in the MCCSSE headquarters office.
- (4) Any unit member submitting a request to draw on the bank must have made his/her proper contributions for the fiscal year in which the request is made.
- (5) All requests to draw upon the bank must be made on the MCCSSE Sick Leave Bank Request Form.
- (6) All requests to draw upon the sick leave bank must be accompanied by a physician's statement confirming the cause of the illness or confinement made on a MCCSSE Sick Leave Bank Physician's Confirmation Form, signed by the physician.
- (7) After an applicant has drawn and used thirty (30) consecutive sick leave days (determined by his/her duty days) from the bank, he/she shall be given a medical review by a physician of the administering committee's choice, at the contributor's expense. The physician's report is to be sent directly to the committee before the committee may act upon his/her application for an extension of use of the sick leave bank. Such medical review may be eliminated by the committee if the applicant has been confined to a hospital or other medical facility through the prior thirty (30) days he/she has used the sick leave bank.
- (8) An applicant may be required to undergo a medical review by a physician of the committee's choice at any time at the member's expense.
- (9) In case a contributor has been incapacitated, his/her application may be submitted to the committee by his/her agent or member of his/her family on his/her behalf.
- (10) Leave grants from the bank, recommended by the committee, shall be made in units of no more than thirty (30) consecutive duty days for the individual applicant.
- (11) Applicants may submit requests for extension of such leave grants as their prior grants expire. Such applications shall be made on the regular request form.
- (12) In cases where the committee recommends denial of an application for use of the sick leave bank or an extension of such use, the applicant may appeal his/her request to the MCCSSE Board of Directors.
- (13) In cases where the recommendation of the committee is denied by the MCPS Department of Supporting Services Personnel, the applicant may appeal his/her request to the MCCSSE Board of Directors, who may request the Superintendent to consider the appeal.
- (14) Unit members may request all appropriate forms from the MCCSSE office by telephone.
- (15) Copies of all Sick Leave Bank Donation forms shall be marked for approval or denial by the committee. Following such action, the committee shall disperse copies of the forms to the unit member, his/her school, the MCPS Division of Payroll, and the MCCSSE office.
- (16) Copies of all Sick Leave Bank Request for Grant forms shall be marked for recommendation for approval or denial by the committee. Following such action, the committee shall disperse copies of the forms to the unit member, his/her school, the MCPS Department of Supporting Services Personnel, and the MCCSSE office.
- (17) Copies of all MCCSSE Sick Leave Bank Cancellation forms shall be approved by the committee. Following such action, the committee shall disperse copies of the forms to the unit member, his/her school, the MCPS Department of Supporting Services Personnel, and the MCCSSE office.

MONTGOMERY COUNTY PUBLIC SCHOOLS (Continued)

- (18) The MCCSSE shall maintain the records of all applications for donations, applications for withdrawals, of sick leave days, and all cancellations.
- (19) The Montgomery County Public Schools Division of Payroll shall maintain records of all unit member contributions, withdrawals, and the status of the bank.
- (20) All forms for application for participation in the bank, withdrawal of sick leave days and cancellation shall be available at the MCCSSE office and shall be sent to any unit member at his/her request.
- (21) The MCPS Division of Payroll and the MCCSSE Membership Relations Division shall provide information to the committee upon its request any data it has maintained in its files with regard to an individual unit member's use of, or investment in the MCCSSE sick leave bank.
- (22) The sick leave bank administration committee shall be responsible to the MCPS and the MCCSSE for the proper administration of the sick leave bank, the maintenance of sick leave days in the bank, the promotion of enrollment in or donations to the bank, and the submission to the MCCSSE Membership Relations Division and the MCPS Department of Supporting Services Personnel of regular month-end reports on the status of the bank.
- (23) The three-member approval committee, consisting of two (2) appointees by MCCSSE and one (1) 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 Supporting Services Personnel. The committee shall develop its rules of procedure and shall give wide distribution to said rules upon approval by the Superintendent and MCCSSE.
- (24) The Department of Supporting Services 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 Supporting Services Personnel will approve these bank grants to be paid by MCPS and forward same to the Division of Payroll. In all cases where the decisions of the Department of Supporting Services Personnel do not concur with the approval committee, the Department of Supporting Services Personnel shall explain in full the reasons for such a difference of opinion.
- (25) The bank can be used on the first scheduled duty day of the contributing unit member immediately following the six-month waiting period. 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.
- (26) 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 Supporting Services Personnel each school year.
- (27) If a contributor does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.
- (28) These rules and procedures are to be reviewed annually by representatives of MCCSSE and MCPS for necessary revision.

SOURCE: *Agreement Between Montgomery County Council of Supporting Services Employees and Board of Education of Montgomery County for the School Years 1977-80, Rockville, Maryland, pp. 14-18.*

EX 17

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS (Upper Marlboro, Maryland)
Fall 1978 Enrollment: 133,613

ARTICLE V--BENEFITS

Section 5--Sick Leave

D. Employees' Sick Leave Bank

An Employees' Sick Leave Bank will be established effective July 1, 1978.

- a. All unit members on active duty with the Prince George's County Public Schools are eligible to participate in the Sick Leave Bank. Participation is voluntary, but requires contribution to the bank. Only contributors will be permitted to use the bank for payment for qualifying incapacitating personal illness during regularly scheduled duty days.
- b. The Sick Leave Bank will be administered by a three (3) member approval committee, appointed by the President of School Employees Local 400 and this Approval Committee shall have the responsibility of receiving requests, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the member and the Department of Personnel.
- c. The rules for the Sick Leave Bank will be established by a four (4) member Rules Committee, two (2) members appointed by the President of the School Employees Local 400 and two (2) members appointed by the Superintendent of Schools of Prince George's County. It shall be the purpose of this committee to recommend such rules, in addition to those provided for in this Agreement, as the Committee considers appropriate for the operation of the Sick Leave Bank. These recommended rules must be approved by the President of School Employees Local 400 and the Superintendent of Schools before said rules take effect. Once approved, the rules will be widely distributed by the Approval Committee.
- d. The contribution on the appropriate form will be authorized by the unit member and continued from year to year until cancelled in writing by the unit member. Sick leave properly authorized for contribution to the bank will not 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.
- e. Contributions shall be made between July 1 and October 1 except for members returning from extended leave which included the enrollment period and new hires who will be permitted to contribute within thirty (30) calendar days of their reassignment and/or start to work. Unit members returning from extended sick leave or disability leave will be permitted to contribute to the bank only after approval of the Approval Committee.
- f. The annual rate of contribution for the 1979-80 school year shall be one (1) day of sick leave. Annual rate of contribution for future years shall be determined by the Rules Committee and announced prior to July 1 of each year.
- g. 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 the total wages that would have been earned in that fiscal year.
- h. Members must use all accumulated sick and annual leave before applying for leave from the bank. Applications for use of the bank shall be made on the required form and submitted to the Approval Committee.
- i. The first twenty (20) consecutive calendar days of incapacitating illness or disability must be covered by the employee's own accumulated sick leave or annual leave or leave without pay the first time said employee qualifies for a grant from the bank. For subsequent grants from the bank, the first three (3) duty days of incapacitating illness or disability must be covered by the employee's own accumulated sick leave, annual leave, or leave without pay.

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS (Continued)

- j. The Department of Personnel will receive and review the decision of the Approval Committee from the bank. If the grants from the bank are consistent with Prince George's County Board of Education's sick leave policies and the rules of the Sick Leave Bank, the Department of Personnel will approve these bank grants to be paid by the Prince George's County Public Schools to the member and shall forward the bank grants to the appropriate department for payment. In any case where the decision of the Department of Personnel does not concur with the Approval Committee, the Department of Personnel shall explain the full reason for the difference of opinion.
- k. Bank grants will not automatically be carried over from one fiscal year to another. All bank grants will end as of the last duty day of the school year and must be renewed through the Approval Committee each school year.
- l. 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.
- m. If the Sick Leave Bank is terminated due to the non-existence of a negotiated agreement with School Employees Local 400, or for any other reason, the days remaining in the Sick Leave Bank shall be returned to the then current members of said bank proportionally.

SOURCE: *Negotiated Agreement for Plant Operation Employees Between Board of Education of Prince George's County, Maryland and School Employees Local 400, July 1, 1979 to July 31, 1981, pp. 11-12.*

EX 18

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS (Manassas, Virginia)
Fall 1978 Enrollment: 35,774

REGULATION 560-1
CLASSIFIED PERSONNEL
MAY 18, 1978

CLASSIFIED PERSONNELI. SICK LEAVE BANK

- A. Membership in the bank is voluntary on the part of the employee and will be established by the donation from each bank member of one (1) day of sick leave to the bank.
- B. The period of enrollment is between July 1 and October 1 of each school year. New employees employed after September 20 may enroll within ten (10) school days of employment date.
- C. A maximum of forty-five (45) days each school year can be drawn by any one member from the bank. Participating members must return to work and must meet the requirements of Item D before becoming eligible to utilize sick leave benefits again.
- D. The first thirty (30) days of illness or disability will not be covered by the bank but must be covered by the employee's sick leave or absence without pay.
- E. A member of the bank will not be able to utilize sick leave bank benefits until his own sick leave is depleted.
- F. Members of the bank will be assessed additional days of leave at such time as the bank is depleted to three hundred (300) days unless they choose not to participate further in the bank. Members who have no sick leave to contribute at the time of assessment will be assessed this day by October 1 of the following year.
- G. Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
- H. Upon termination of employment or withdrawal of membership from the bank, bank members will not be permitted to withdraw their contributed days.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS (Continued)

- I. No bank leave may be used for illness or disability of member's relatives.
- J. Employees joining the bank shall complete an authorization statement for membership and the deduction of one day of sick leave for the sick leave bank.

Disciplinary Procedures Relating to Sick Leave Abuse

EX 19 CHINO UNIFIED SCHOOL DISTRICT (Chino, California)

Fall 1978 Enrollment: 13,548

SUSPENSION, DEMOTION, OR DISMISSAL

Although such action is seldom necessary, you should be aware that the District reserves the right to take disciplinary action respecting a permanent classified employee, subject to the provisions of District Policy 703.11 and the Education Code, for the following reasons:

1. Overall unsatisfactory performance evaluation. . . .
12. Repeated, unreported, and/or unauthorized absence or tardiness.
13. Abuse of leave privileges, including, but not limited to, sick leave; including repeated instances of absence for ordinarily excusable reasons after sick leave benefits have been exhausted.

EX 20 FILLMORE UNIFIED SCHOOL DISTRICT (Fillmore, California)

Fall 1978 Enrollment: 2,838

6.6 LEAVES OF ABSENCE

6.6.3.3 Illness or Injury

- 6.6.3.3.4 If the illness or injury exceeds two consecutive days, the District may require a physician's statement or may require a certified medical specialist to visit the employee and make all necessary inquiries in order to be fully informed as to the nature and severity of the illness or injury, and to report such findings to the Superintendent, or his designee. If the report concludes that the absence is not due to personal illness or injury, or that the illness is not sufficiently severe to warrant continued absence, then the Superintendent, or his designee, after notice to the employee, may refuse to grant such leave. If requested by the District, a Unit member shall not return to work until the Unit member submits a medical doctor's authorization to return to work.

EX 21 GRAND BLANC COMMUNITY SCHOOLS (Grand Blanc, Michigan)

Fall 1978 Enrollment: 7,581

ARTICLE XIV

Section 9 -- Absenteeism

Any employee who is absent in excess of his/her accumulated sick time (one day per month) will be disciplined. An employee who is absent for three or more consecutive days and has a valid doctor's slip (M.D. or D.O.) shall not have these absences included on the table below. An unauthorized absence that is more than 24 months old shall not be the basis for any further discipline. So that all employees might be aware of the result of unauthorized absenteeism, the following table is presented for informational purposes:

GRAND BLANC COMMUNITY SCHOOLS (Continued)

UNAUTHORIZED ABSENTEEISM

1st offense	Oral warning
2nd offense	Written reprimand
3rd offense	1 day suspension
4th offense	1 week suspension
5th offense	3 week suspension
6th offense	Termination

It is our hope that employees will accumulate a reasonable amount of sick days to cover day to day absenteeism.

SOURCE: Maintenance contract.

EX 22 WILLOW RUN COMMUNITY SCHOOLS (Ypsilanti, Michigan)
Fall 1978 Enrollment: 4,199

TO: All Members of Local 290, Willow Run Community Schools
FROM: _____, Director of Employee Relations
RE: Absenteeism
DATE: May 11, 1976

Permit me first to thank the great majority of you who are faithfully and conscientiously discharging your employment obligations. It is no secret how important the services performed by employees in Local 290 are to the vitality and well being of the school district. We are receiving compliments on how well most of you are doing your job.

Unfortunately, a few persons have accepted employment by the Willow Run Community School district with no apparent personal commitment to performing the work up to the standards of quality necessary to assure the fully effective operation of the school system. Specifically: ABSENTEEISM HAS REACHED AN ALARMING, APPALLING AND INTOLERABLE LEVEL with some of our employees. This absenteeism is a significant financial drain upon district resources.

Most of our employees, I know, absent themselves only for those legitimate purposes for which sick leave is provided. However, there are enough currently abusing leave privileges to an extent compelling this direct warning to all.

Please note very carefully your contract Article XI, Sick Leave and Personal Business Days:

- 1) One (1) day of sick leave for each month of service is provided in case of personal illness and other related causes as stated in the Master Agreement. If you are not sick, or do not fall under the related provisions of the Sick Leave Regulation, you are not entitled to take sick time off. Suspected abuse of this privilege will force us to demand medically competent verification of required need for all situations. Proven abuse of sick leave will result in prompt disciplinary action of the severest warranted type.
- 2) After one full year of service, three days of sick leave are permitted for personal business reasons. Two days advance notice is required. Requests for emergency grants of personal leave will be honored only if the "emergency" can be explained to the satisfaction of the supervisor. Documentation may be required.
- 3) Absenteeism beyond accumulated sick leave will not be condoned except for documented legitimate need. Excessive absence in short time periods may also require documentation.
- 4) Strict adherence to the provision outlining call in procedures for employees reporting on sick leave will be enforced. Your attention is called to Article XI, Provision E on page 21 of your Master Agreement.

WILLOW RUN COMMUNITY SCHOOLS (Continued)

For most of you, the above reminders of your employment obligations are not needed. For those, however, who are abusing absence privileges, this will serve as a firm warning that employees who do not show up for work cannot justify their continued employment.

Because of the importance to the public of the maintenance, custodial, transportation, secretarial-clerical, and food service employees, disciplinary action will result if employees do not report regularly for work. This type of behavior could lead to discharge.

It is indeed regrettable that a few have forced all to receive this communication, but to the extent necessary let this notice serve as first warning that sick and personal leave provisions of the Master Agreement will be enforced to the full extent of the school district's authority.

If it were possible, this notice would be sent only to those employees who have a sick leave record which demonstrates possible abuses; but, as you realize, we must submit new and/or revised operating procedures to all members of the same bargaining unit.

EX 23 SCHOOL DISTRICT OF PHILADELPHIA (Philadelphia, Pennsylvania)

Fall 1978 Enrollment: 238,000

APPENDIX H

SICK LEAVE CONTROL PROCEDURE

I. When the rate of sick leave usage exceeds ten (10) occasions or ten (10) days in a six (6) month period or less (excluding verified long-term illness), an absence review shall be instituted as follows:

- a. The employee is to be interviewed by his supervisor to advise him of this sick leave record.
- b. The supervisor should attempt to learn the causes of absence of the employee and, if necessary, arrange for a medical examination.
- c. The employee is to be counseled about his rate of usage and the possible effects on his future.
- d. A form letter will be used to note the date of the conference along with the absentee statistics. A copy is to be given to the employee and one sent to the Union. The employee is to sign the file copy.

II. If, after the steps outlined above, the employee's rate of usage continues to exceed ten (10) days or ten (10) occasions in a six (6) month period or less, he shall be subject to a written reprimand. The employee will be given 24 hours notice that a conference will be held and that he is entitled to be represented by his Union. After the conference, a reprimand, where warranted, shall be sent to the employee and to the Union. Such written reprimand shall include a statement to the effect that continued excessive absenteeism could result in further disciplinary action.

III. If the pattern of excessive absenteeism continues, the employee shall again be called in for a conference with his Union representative after having been given at least 24 hours notice. At such a conference, depending upon the extent of the number of days of absence, the number of occasions of absence, and the pattern of usage, the employee shall be considered by his Director for further written reprimand, suspension for no more than thirty (30) days or dismissal. Such action will be subject to appeal to the Director of Non-Instructional Personnel.

SOURCE: *Agreement Between the Superintendent of Schools of the School District of Philadelphia and the International Brotherhood of Firemen and Oilers, AFL-CIO, Local 1201, September 1, 1977 to August 31, 1980, p. 103.*



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