

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
ATTENDANCE AND ABSENCE	SECTION 303
303.1 Number of Working Days 303.2 Attendance at Conventions 303.3 Absence to Enroll in Summer School 303.4 Absence for Field Training 303.5 Time Lost 303.6 Courtesy Consulting by A & S Personnel	Adopted: 9/26/05 Reviewed: 9/14/05

303.1 Number of Working Days (COMAR 13A.07.03)

- A. The board determines the calendar for all employees. Twelve-month personnel shall observe the regular system-wide holiday schedule.
- B. Notification in Case of Absence - When it is necessary for a teacher to be absent for any reason, proper notification shall be provided. A teacher who violates this policy shall forfeit his salary for the time lost and incur such other penalty as the board may prescribe upon the superintendent's recommendation. A substitute is not entitled to compensation unless assigned by the superintendent or his designee.

303.2 Attendance at Conventions

The board may assist in the costs incurred by teachers who attend curriculum conferences or conventions.

303.3 Absence to Enroll in Summer School

- A. Teachers who are engaged in a master's degree program or other graduate work are encouraged to attend institutions which offer summer sessions beginning after the close of the Frederick County schools.
- B. Teachers who become involved in federal or state grants for summer sessions and must leave school early in order to participate in these programs must have such requests approved by the Human Resources Division.
- C. Generally, a teacher will not be paid for leave taken for summer sessions. Personal leave may be used for this purpose.

BOARD OF EDUCATION OF FREDERICK COUNTY
POLICY

303.4 Absence for Field Training

A maximum of twenty (20) working days with no loss of pay shall be available for annual training for the Army National Guard and the reserve organizations of all armed services.

303.5 Time Lost (COMAR 13A.07.03.02.D-F)

A. Time lost by a certificated employee, whether for illness or any other cause, shall not be made up on Saturdays or on legal holidays or in extra hours

B. Deduction for the Time Lost

For each day's absence without good and sufficient reason accepted by the board, the board shall deduct the appropriate daily rate of pay for that professional employee.

C. Record of Attendance

Certificated employees shall keep a record of their daily attendance in a manner approved by the state board of education and as provided by the local board. The record shall be maintained in the office of the principal on the preprinted payroll exception register and submitted to the central office semimonthly, using a prescribed code of absence in cases of nonattendance.

303.6 Courtesy Consulting by Administrative and Supervisory Personnel

Courtesy consulting is defined as non-paid consulting for any out-of-county or out-of-state public sector agency, including the MSDE. A maximum of five (5) days per year of courtesy consulting is authorized for each administrator and supervisor. The superintendent shall establish appropriate procedures to implement this policy.