

To: Board of Education

From: Dr. Milli McIntosh, Director of Human Resources

Re: District Employee Attendance Report SY 24-25

Date: October 16, 2025

Employee attendance plays a **critical role** in maintaining the daily operations and overall academic success of Simpson County Schools (SCS). High levels of absenteeism not only disrupt classroom instruction but also generate **substantial costs** associated with substitute staffing and operational adjustments.

This year marked the first full implementation of the new substitute management system, **Red Rover**, which has significantly enhanced the district's ability to capture, monitor, and analyze employee attendance data. The system allows for **specialized reporting** aligned with recommended attendance data requirements, providing greater accuracy and transparency.

This report presents a comprehensive analysis of employee absenteeism for the current academic year, with a focus on:

- Total absences by employee group and department
- Reason codes for each occurrence
- Associated substitute staffing costs
- Employee fill rates and districtwide absence totals

SCS budgets a **substantial annual amount—upwards of \$300,000**—to cover employee absenteeism. The data contained in this report, including **graphical representations and historical comparisons** covering the July 1, 2024 – June 30, 2025 time frame, will inform decision-making and strategic planning to **improve attendance and reduce costs** moving forward.

A new **attendance initiative**, launched in **August 2025**, was designed to **encourage decreased absenteeism** and promote consistent employee presence. We will continue to **monitor and compare data from previous years** to this year's results to measure the **long-term impact** of this initiative.

Key Insights

- **Staffing Demand:** The district required the highest influx of new hires in **fall (Aug–Nov)** and at the **end of the year (June)**.
- **Attrition Pressure:** **May–June** saw the greatest combination of resignations, retirements, and transfers, creating higher turnover pressure.
- **Seasonal Trends:**
 - **Fall:** Hiring surge.
 - **Winter:** Leaves of absence more common, but minimal resignations/retirements.
 - **Spring:** Increased exits (resignations/retirements), requiring backfilling.
- **Planning Implication:** Workforce planning will continue to emphasize **spring exit management** and **fall hiring readiness** to ensure stability across the school year.

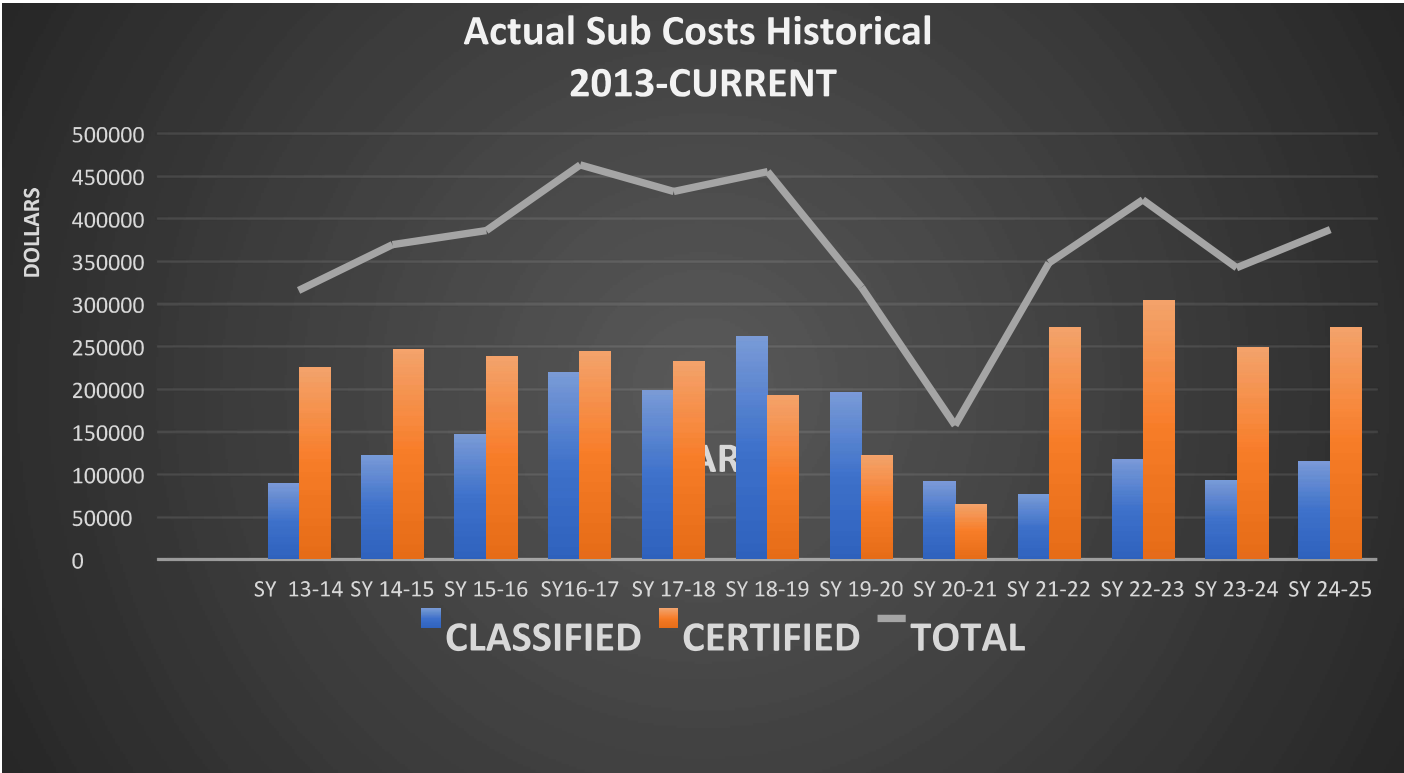
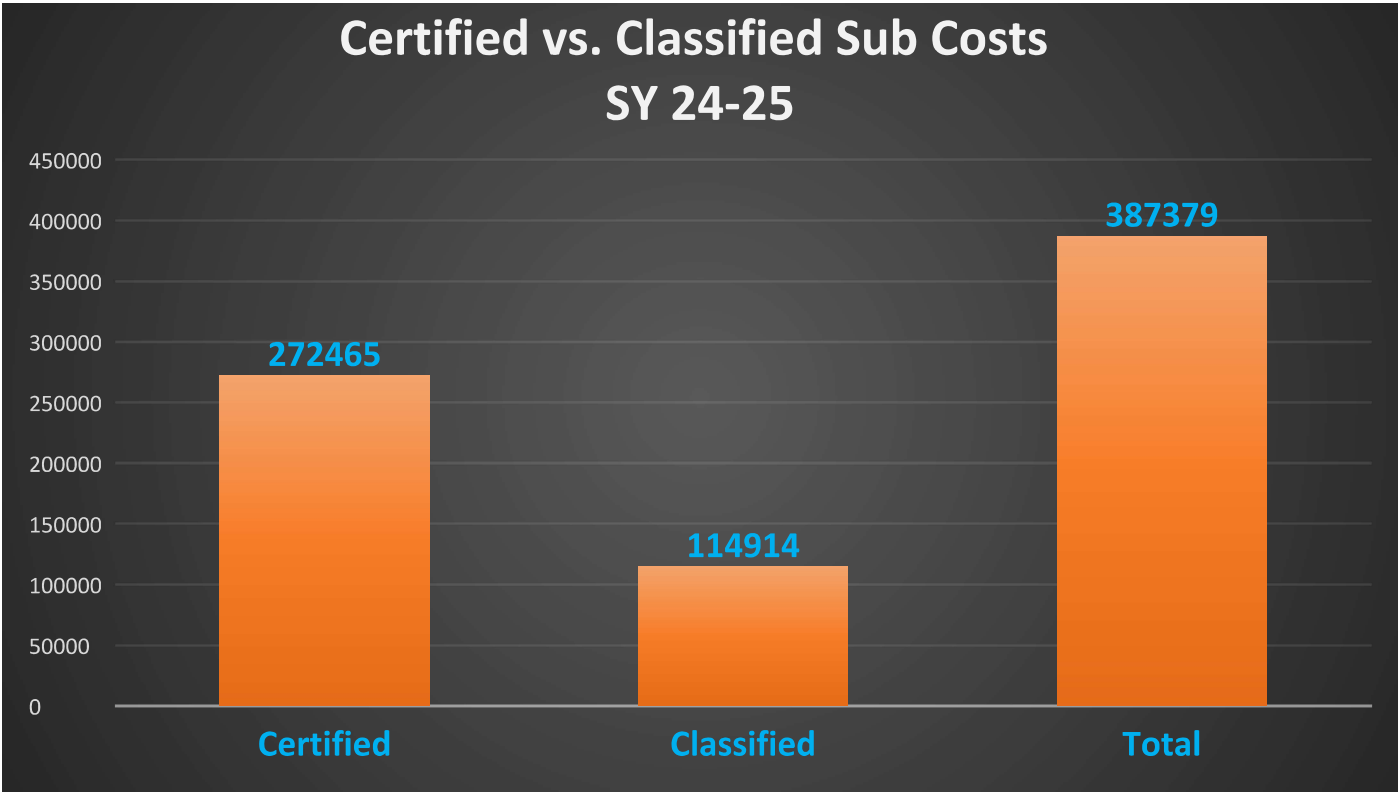
Hiring and Turnover Trends:

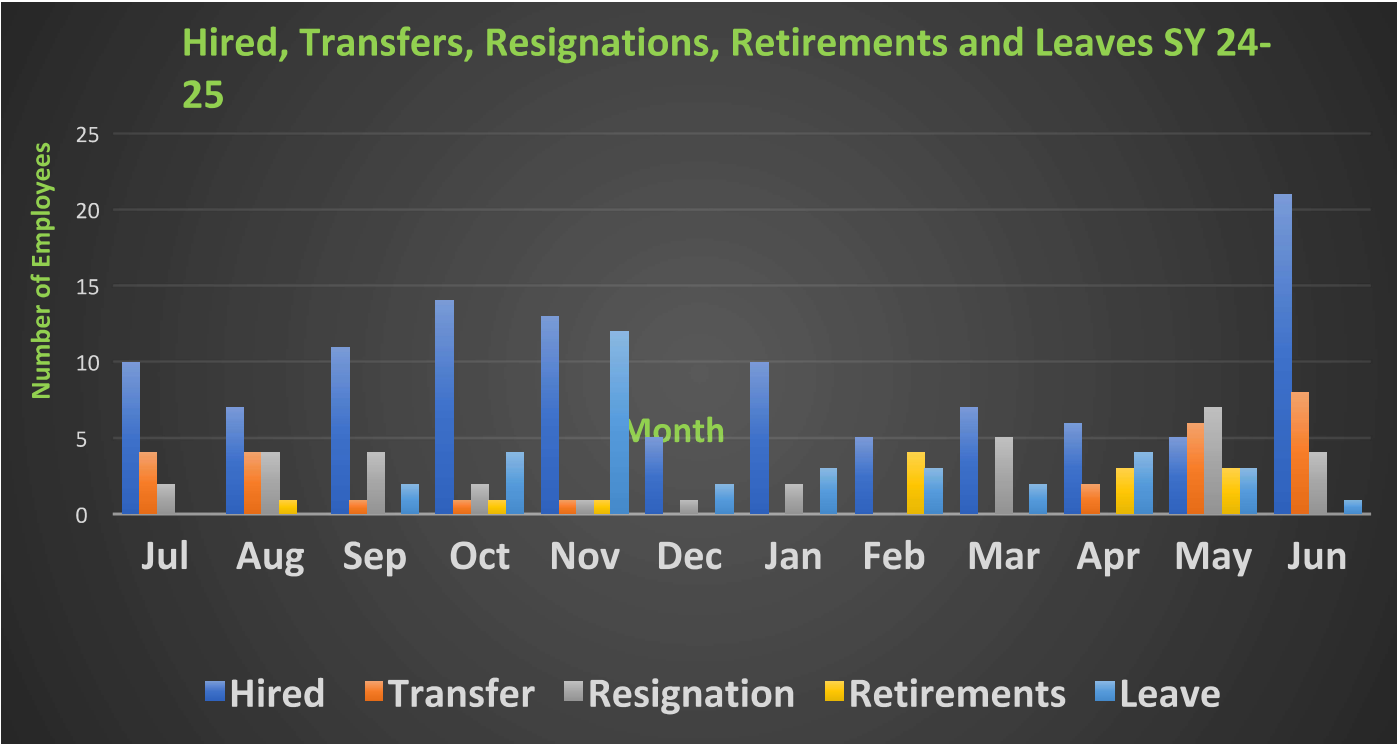
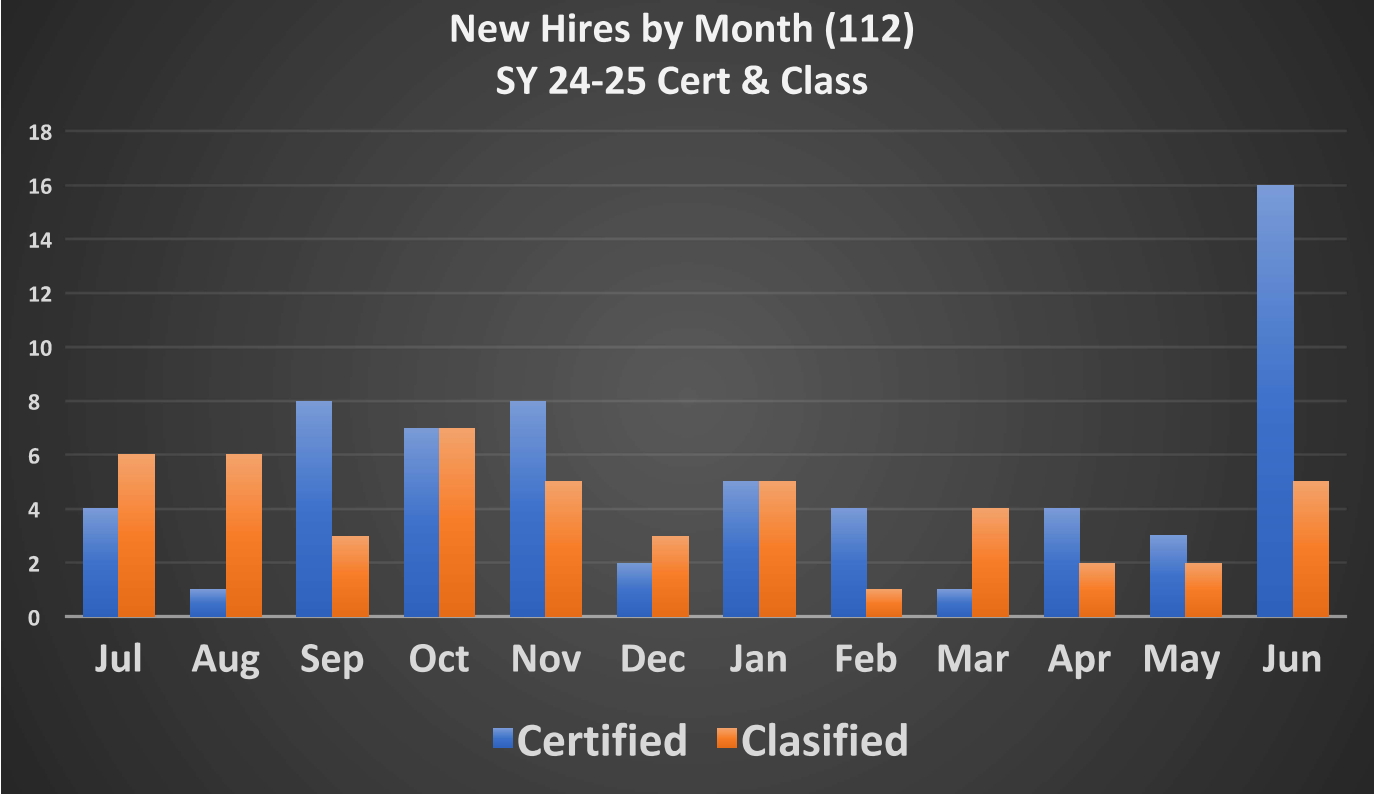
Hiring activity peaked in **fall** and again in **June**, aligning with the district's operational and academic cycles. In contrast, **resignations and retirements were concentrated in the spring**, creating increased **year-end turnover pressure**.

Strategic Implication:

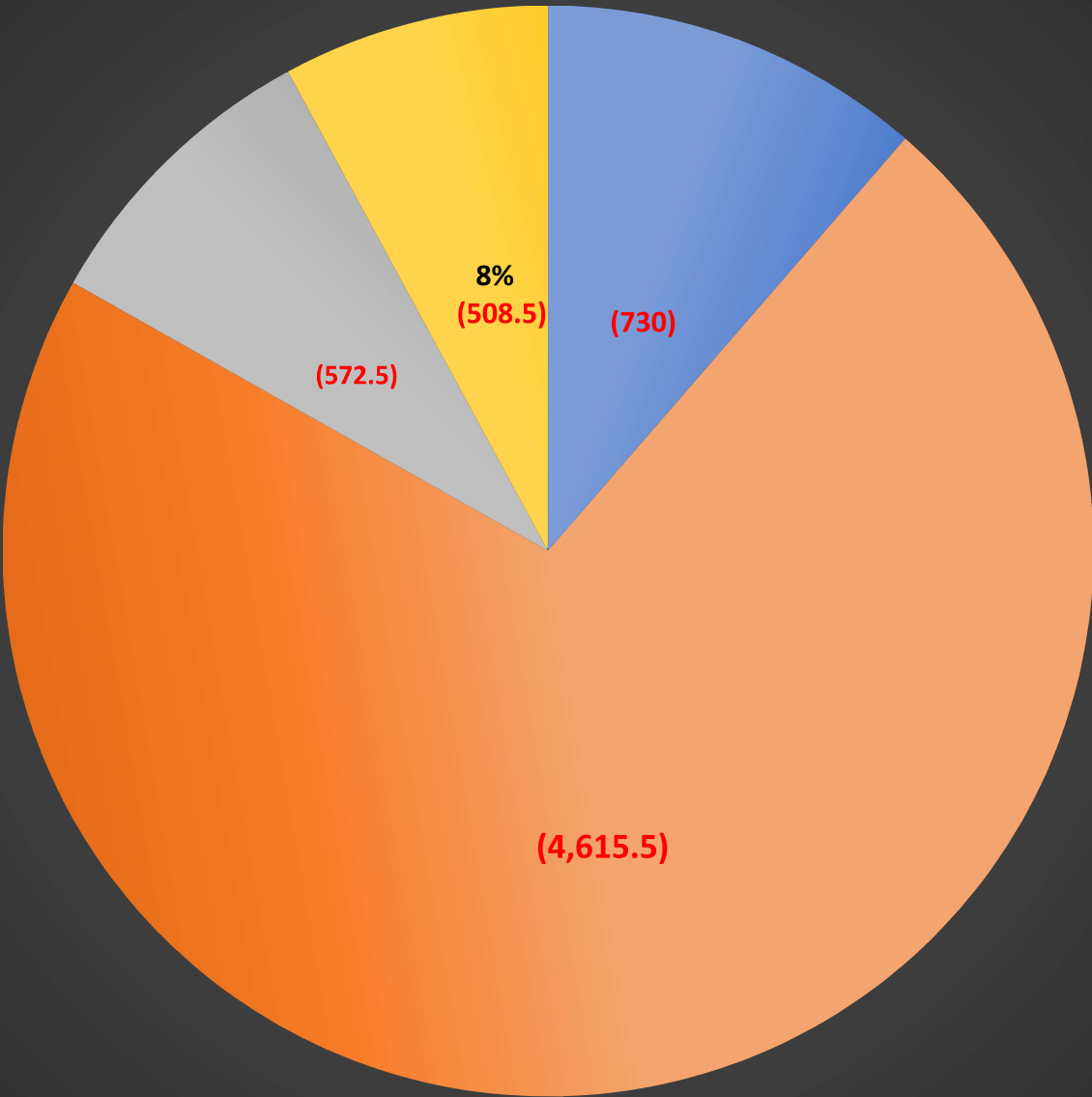
To maintain workforce stability, **early-year recruitment efforts** and **proactive spring succession planning** should be prioritized. This approach will help ensure sufficient staffing levels, minimize disruptions to instruction, and reduce the operational impact of end-of-year attrition.

Actual sub costs during the 24-25 school year increased by \$25,996



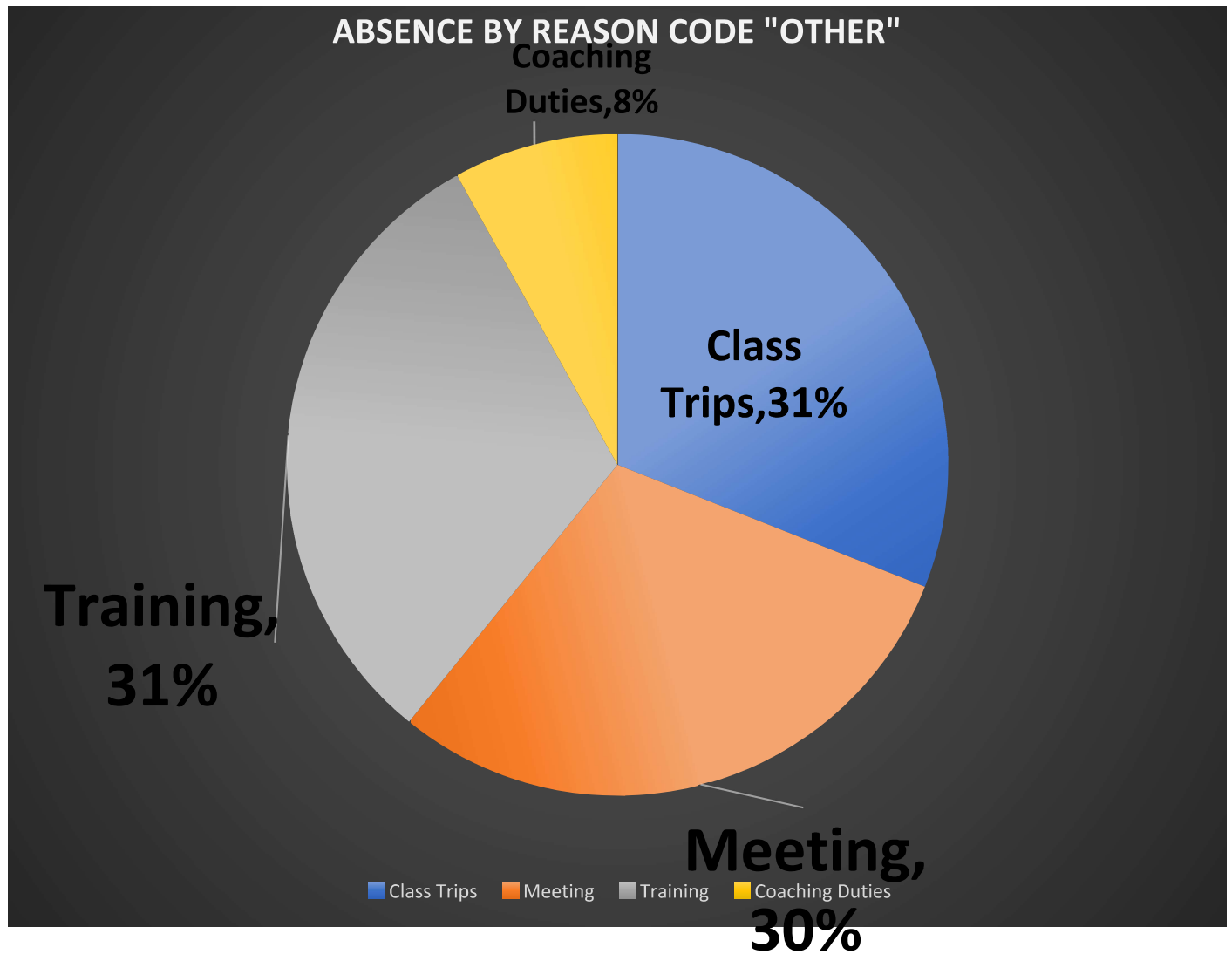


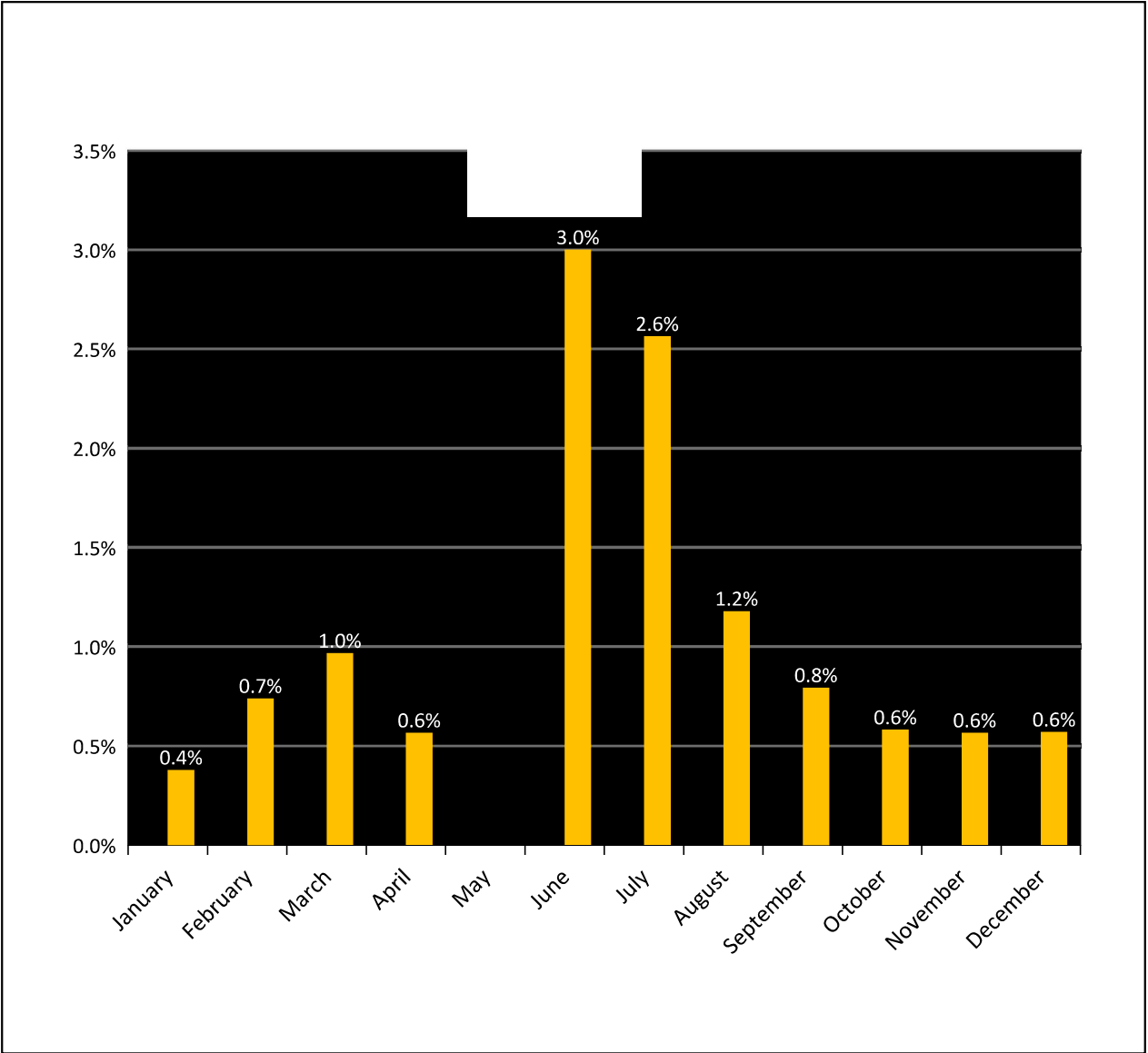
ABSENCE BY REASON CODE (DAYS)



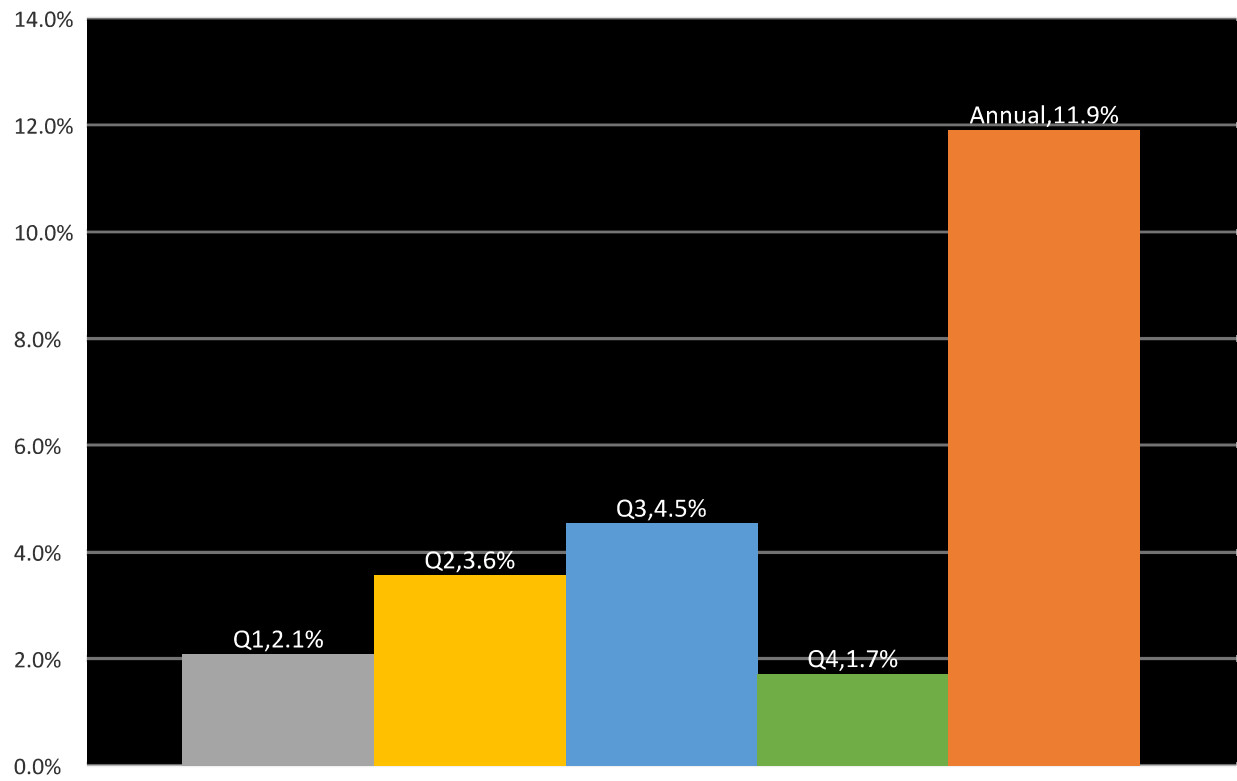
Personal Non-Contract FMLA Dock

553 hours of “other” absences were noted during the 24-25 school year.



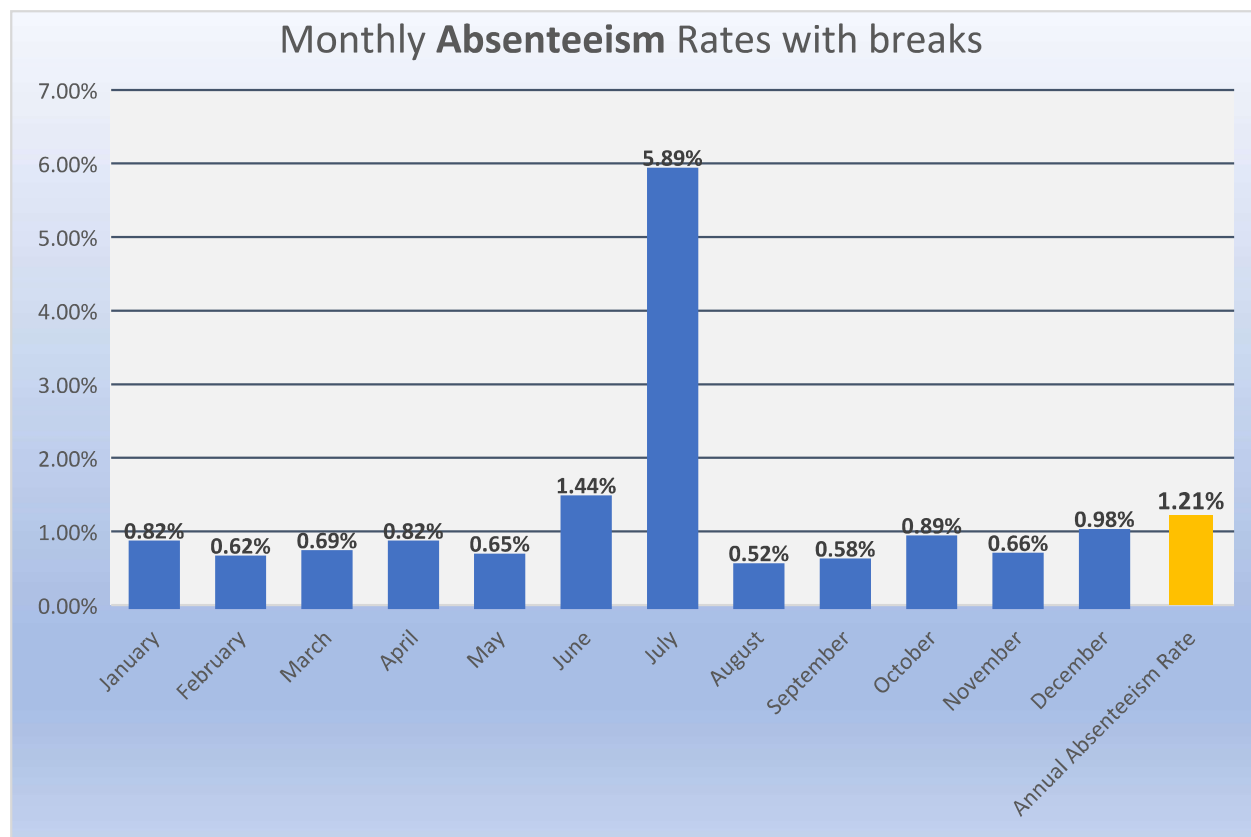


Quarterly and Annual Turnover Rates

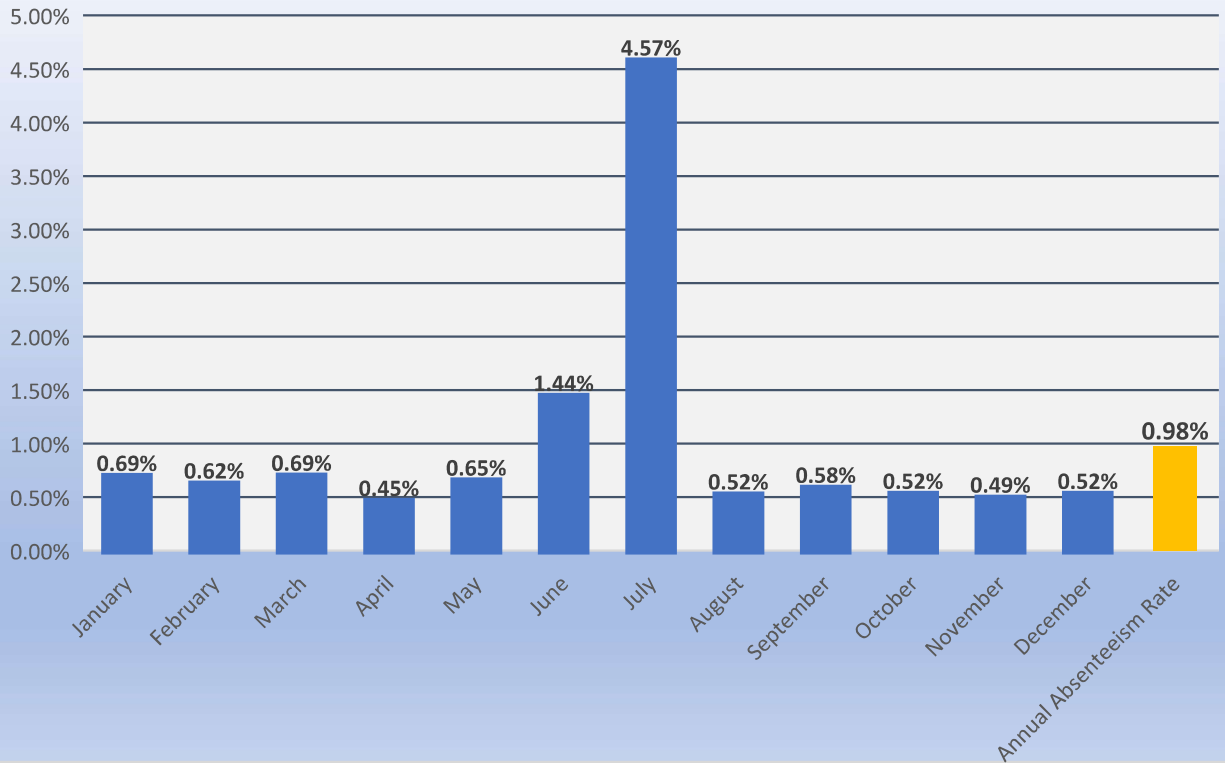


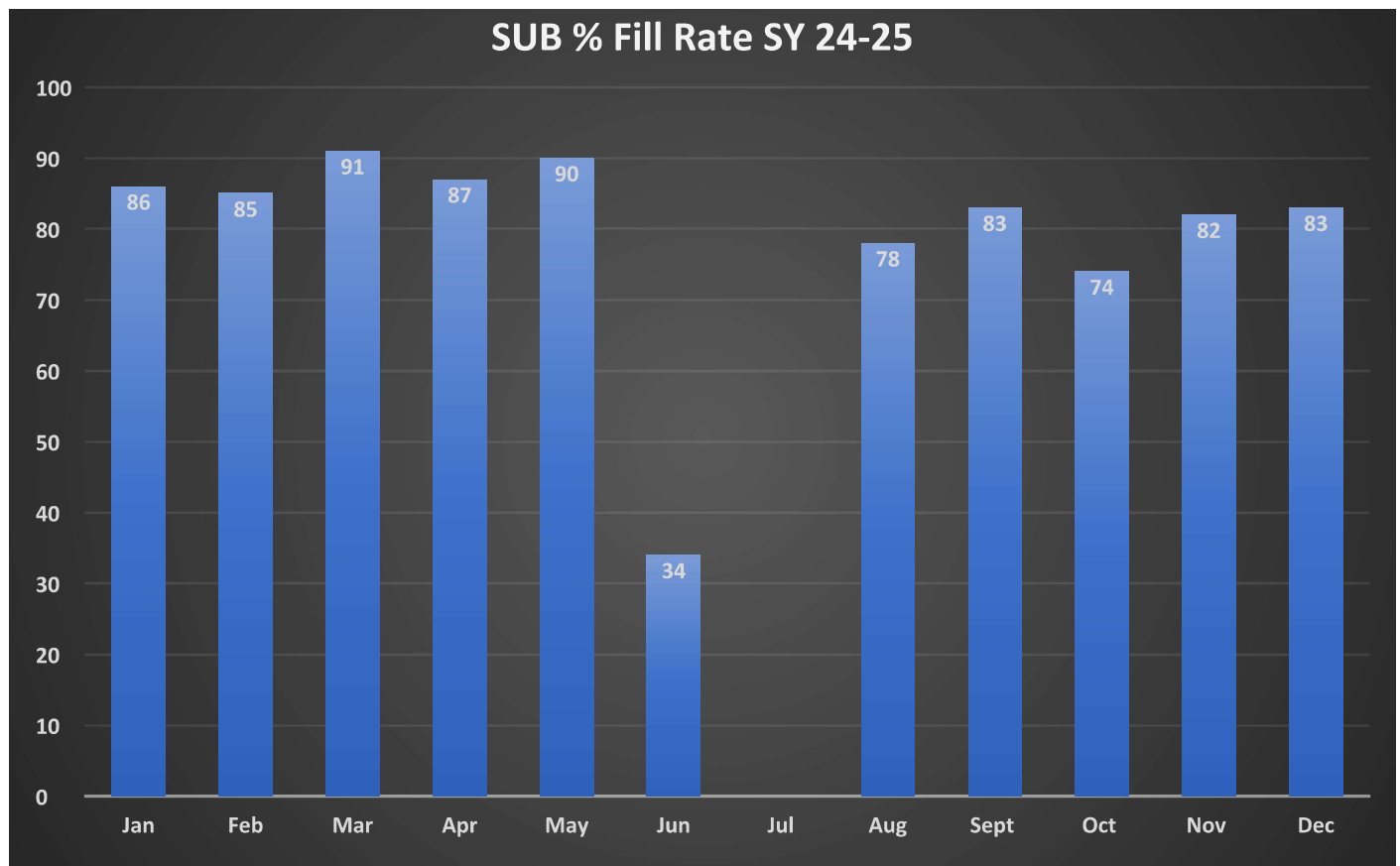
Clarification for July Absenteeism Spike:

The month of July shows an apparent spike in absenteeism due to workforce fluctuations. During July, the district averages **78 employees**, compared with **over 500 employees** in most other months. This smaller employee count skews the data, as absences among this group have a proportionally larger impact on the overall rate. Additionally, these 78 employees typically take their **non-contract days prior to the start of the school year**, which further contributes to the higher recorded absenteeism for July. Below graphics displays 1.21.% absenteeism rate with breaks and a .98 without breaks. July 1, 2024 – June 30, 2025.



Monthly Absenteeism Rates without breaks included





Employee attendance remains a critical factor in ensuring the smooth operation and academic success of Simpson County Schools. The 2025–2026 school year demonstrated measurable improvements, highlighted by an **11% reduction in missed workdays** from July 1–October 15 compared to the previous year. This improvement coincides with the first full year of the Red Rover substitute management system and the launch of the new attendance initiative in August 2025, both of which have enhanced tracking, reporting, and engagement.

While these results are encouraging, continued monitoring and strategic efforts are essential to sustain progress. Lessons learned from hiring and turnover trends, seasonal staffing demands, and absenteeism patterns will guide workforce planning, ensuring operational stability and minimizing instructional disruption.

The insights and data from this report provide a **strong foundation for ongoing decision-making**, enabling SCS to maintain a reliable workforce, optimize substitute staffing, and control associated costs—ultimately supporting the district’s mission of academic excellence and student success.