ATTENDANCE: ABSENCE AND TARDINESS B010

11/01/2006

PURPOSE

To provide a system for monitoring an employee's work schedule and recording appropriate information in the personnel file of the employee.

POLICY

Regular attendance during scheduled hours of work, reporting for work on time, and continuing to work until the end of the work period is expected of each employee. Employees who must leave their work area are to inform their supervisor in accordance with departmental procedure (see Hours of Work Policy B035).

PROCEDURE

1. ABSENT OR TARDY - When it is necessary for an employee to be absent or tardy from work, the employee must notify the supervisor on a daily basis, as far in advance as possible, but not later than the normal starting time unless circumstances prevent the employee from doing so. The employee must specify the amount of time expected to be absent. Failure to comply with this procedure may be cause for loss of pay and/or disciplinary measures.

2. VERIFICATION OF ILLNESS - A supervisor may require an employee to obtain a verification of illness from a physician in any case of absence from work due to illness or injury for three or more consecutive days. However, should there be reason to doubt the employee's absence of two consecutive days or less (for illness because of repeated instances or repeated absences before or after holidays or scheduled days off), the supervisor may request a verification of illness from a physician. The supervisor has the authority to approve an employee's request for an absence without pay for a period not to exceed two weeks. Any absence without pay in excess of two weeks is to be processed as a leave of absence (see Leaves of Absence Policy G005).