

## **ATTENDANCE AND NOTIFICATION OF ABSENCE**

Employees are expected to maintain good attendance. Attendance is an essential function of job duties. Excessive tardiness or absence is unacceptable and may be grounds for discipline, including termination. When absent from work on a scheduled workday, employees must notify the immediate supervisor of the reason for their absence. Notice should be given at the beginning of the workday to allow adjustments in staffing if necessary, and should be given within the first hour of the working day. If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged. If the employee is absent for a reason that would qualify as family care or medical leave, the employee must notify the supervisor as soon as possible or within two days of return to work so that the absence can be properly recorded.

All absences must be charged either to sick leave, personal leave or vacation, whichever is appropriate. Vacation days must be approved in advance. Only after appropriate paid leave has been used, may unpaid leave be granted. Employees will not be paid for unexcused leave. An absence is unexcused if not approved by the supervisor.

Excessive absenteeism is grounds for disciplinary action up to and including termination of employment.

A detailed explanation of Sick Leave, Personal Leave and Vacation can be found on pages 44, 50, 42-43 respectively.