



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	HUMAN RESOURCES	AM-701.1	7/11/2017
	SUBJECT ATTENDANCE AND PUNCTUALITY		PAGE 1 of 2

POLICY:

Employees of the County are expected to report for work on time, in the appropriate attire, and in a state of readiness to work when scheduled to work or when required to work overtime by the supervisor. Supervisors are responsible for scheduling staffing so that delivery of services are maintained.

COMMENT:

1. Because of the impact of unplanned tardiness and absences on the delivery of services, unauthorized or excessive absences, excessive tardiness, or leaving work without authorization will result in disciplinary action, up to and including dismissal. See unit DISCIPLINARY PROCEDURE, AM-807.1. Departments may establish attendance standards necessary to maintain effective and efficient operations. The standards will be communicated to employees and disciplinary action applied consistently.
2. Supervisors are responsible for establishing and communicating the starting and ending work time to employees. Work schedules may be changed based on the staffing needs of the Department/Division. Whenever possible advance notice will be provided to employees. Break times (if applicable) must be approved by the supervisor. Employees are expected to be engaged in the performance of their job duties during all scheduled work time. Supervisors are responsible for documenting all absences, tardiness, or leaving early.
3. Employees should notify their supervisor as far in advance as possible whenever they are unable to report work, know they will be late, or must leave early. At a minimum, notification must be made prior to the start of the employees shift for unplanned absences. Employees are required to notify the supervisor of the reason for the absence and provide an expected return to work date so that attendance records are maintained correctly and staffing arrangement may be made. If the supervisor is unavailable, the employee is expected to provide the information to the division timekeeper.
4. Paid leave will only be provided when approved in accordance with the type of leave being requested. If an employees does not timely report the absence and receive approval, paid leave may be denied and the absence considered unauthorized. Documentation to support the type of leave being requested may be required.
5. Employees who have approved FMLA leave certified by Human Resources are required to notify their supervisor if the absence is for an FMLA qualifying reason. Absences for



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
	HUMAN RESOURCES	AM-701.1	7/11/2017
	SUBJECT ATTENDANCE AND PUNCTUALITY		PAGE 2 of 2

approved FMLA do not count toward excessive absenteeism standards. Use of paid leave for FMLA absences is in accordance with the applicable leave policies.

6. Employees who report for work under any of the following circumstances will not be permitted to work and will be sent home. Depending upon the circumstances, this time may be considered unapproved leave and the employee may be subject to disciplinary action.
 - Reporting to work without proper equipment
 - Reporting to work in improper attire
 - Reporting to work in a condition deemed not fit for work
7. Employees are required to work their assigned schedule and may not alter the work schedule without receiving advance approval from their supervisor. Employees are not authorized or permitted to work prior to or after their scheduled start and stop times or to work through lunch for the purpose of making up lost time because of tardiness, authorized absence, or any other reason without prior approval of the supervisor. Employees are not permitted to work more than their scheduled work hours without prior approval of their supervisor.
8. If an employee is tardy or absent without prior approval (unplanned absence), the employee is required to provide an explanation of the circumstances surrounding their tardiness or absence. The supervisor should record this information and take appropriate action if there is a pattern of excessive tardiness or unplanned absences.
9. If an employee is absent from work for three consecutive work days without approval, the employee will be considered to have abandoned their position and it will be considered a voluntarily resignation. The employee will be provided notice of the separation mailed to their address on record. The notice will contain their rights of appeal.

JASON E. BROWN: _____ DATE: _____