Policy Statement - In order to maintain a productive work environment, employees are expected to work all scheduled work hours and to keep unscheduled absences to a minimum. Poor attendance, tardiness, and early departures place a burden on the Association, other employees, and those we serve and also hinder the ability of the Association to effectively meet program, administrative and other performance matters.

Tardiness – The following guidelines pertain to tardiness:

- **Notification of Tardiness** - An employee is expected to be at the employee's assigned work area ready to begin work at the time the employee's scheduled workday begins. An employee who is going to be late arriving at work must personally notify the employee's supervisor before the employee’s scheduled starting time. The reason for tardiness and the expected time of arrival must be indicated to the supervisor.

- **Disciplinary Action** - Violations of this policy may result in disciplinary action, up to and including termination. In addition, any employee who has a record of tardiness or who develops a pattern of tardiness, even if excused, may be subject to disciplinary action, up to and including termination.

Attendance – The following guidelines pertain to absences:

- **Scheduled Absences** - An employee should schedule personal appointments either before or after the employee's scheduled workday or on scheduled days off whenever possible. Requests for scheduled time off must be submitted in writing to the employee’s supervisor according to the applicable policy (e.g., personal, vacation leave, etc.). The reason for the absence must be indicated. All requests for time off are subject to approval by the employee’s supervisor on a case-by-case basis and may need to be coordinated with other program and/or administrative needs.
• **Unscheduled Absences** - An employee who is unable to report to work due to illness, a family emergency, or other unscheduled reason must personally contact the employee's supervisor or designate (if the supervisor is unavailable) before the employee's scheduled starting time. The employee must speak directly with the employee's supervisor or designee, indicating the reason for the absence and when he or she expects to return to work. The employee must also notify the receptionist so that other employees are aware of the absence. Asking a relative, friend, or another person to call in on the employee's behalf is not permitted unless the employee is incapacitated.

• **Daily Notification** - If an employee is unable to report to work for more than one workday, the employee must notify the employee’s supervisor each day of the absence. In the event the absence was pre-authorized, this requirement is waived.

• **Failure to Call in or Report to Work** - An employee who does not report for work or notify the employee's supervisor of his or her absence for two consecutive workdays shall be considered to have voluntarily resigned his/her position and will be terminated.

• **Documentation of Absences** - An employee who has frequent absences may be required to provide documentation of the reason for any future absences.

• **Disciplinary Action** - Notification of an absence to an employee's supervisor does not automatically mean the absence is authorized. Any time off from work that is without approval of an employee’s supervisor is considered an unexcused absence. Excessive unscheduled absences may result in disciplinary action, up to and including termination. An unexcused absence is without pay and may also result in disciplinary action, up to and including termination.