



POLICY NO: 11
TITLE: Absenteeism Policy

Approval Date: May 6, 2019

POLICY STATEMENT

Hours of work are established by the Executive Director who will set or approves everyone’s specific work times based on their classification, the needs of organization, and the hours of the office. Employees are expected to fulfill the agreed upon work hours of their employment agreement and provide their immediate Supervisor of truthful and reasonable notice of any unexpected lateness, leaving early or other absences.

Potential violations of the Absenteeism Policy include:

- Unauthorized absences – a failure to attend work without seeking permission or when permission was denied.
- Excessive tardiness/absenteeism – more than 3 occurrences of tardiness, leaving early or taking extended work breaks within a 30-day period, or if other patterns emerge.
- Abuses of leave – unjustified or false use of sick leave and the use of annual vacation leave which is not requested in advance.

Employees in violation of the *Absenteeism Policy* are subject to disciplinary action up to and including termination in accordance with government standards.

Code of conduct declaration

I, _____(Employee/Volunteer – please print), have read, understand and agree to abide by the Code of Conduct of the Grande Prairie Regional Sport Connection and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

(Volunteer/Employee - Signature)

Date Revised: _____

Signature: _____