



POLICY NO: 11  
TITLE: Absenteeism Policy

Approval Date: October 12,  
2021

### *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.

Hours of work for the Executive Director are established by the Board Designate. The Executive Director is expected to fulfill the agreed upon work hours of their employment agreement and provide their Board Designate 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 standard.