

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Attendance

ADMIN 1-294

BOARD

SECTION: 200 – Employment Policies

Approved: 07/14/05

Revised: 10/13/11

Revised: 02/12/15

Revised: 02/15/18

Revised: 10/15/20

POLICY

Every employee is expected to be at work on the days assigned for work and ready to commence working at the assigned start time. Employees are also expected to return promptly for a break/rest period or mealtime. Employees must follow departmental procedures as soon as possible when they become aware that they will be unexpectedly late or absent.

The library may ask for a doctor's excuse if one or any of the following occur (this is not an all-inclusive list): (1) if an employee is absent for more than 3 days; (2) if an employee is absent on a regular basis or in a particular pattern; (3) if an employee is absent on more than one occasion, or that occasion is more than two days long, during their probationary period.

If an employee is absent for any scheduled days or shifts without calling his or her supervisor or another supervisor in charge, in accordance with departmental procedures, he or she may be subject to disciplinary procedures up to and including termination.

If an employee is absent for three or more consecutively scheduled days or shifts without speaking to his or her supervisor or another supervisor in charge, in accordance with departmental procedures, the employee will be considered to have abandoned his or her job.