

	POLICY	Motion No.	EXEC 1018-2017
	Attendance	Effective Date	6/27/2017
		Responsible Department	Human Resources
		Attorney Review/Date	[Attorney Name] [Date]

SCOPE

The purpose of this policy is to establish the importance of reliable attendance and to provide a method for notifying the College of tardiness and absences.

POLICY

Regular attendance by employees is an essential function of every position at the College. In the instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate supervisor as soon as possible and before his or her shift is scheduled to start. Managers and supervisors will determine and communicate the preferred method for call offs within their departments.

Effective Date	Motion Number	Document Author	Description of Change
6/27/2017	EXEC 1018-2017	Human Resources	Needed Board approval
5/01/2010	201	Human Resources	Possible Initial Release