



## Policy HR 10.1

### Attendance and Punctuality

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all NOLS employees. Employees are expected to arrive at work as scheduled, to be ready to work their scheduled work shift at the time the shift starts, and to perform productive work for the Library throughout their work shifts. Supervisors are expected to keep track of their staff's attendance and to promptly bring any punctuality and attendance problems to the attention of employees immediately.

Each employee is responsible for maintaining an accurate record of his or her attendance. Employees unable to work or unable to report for work on time are to notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes after the employee is scheduled to start work. Absent extraordinary circumstances, other employees are not allowed to handle this responsibility for the absent employee and should not be asked to do so. Employees must also notify and obtain permission from their supervisor for any early departures or absences during the work day. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless other arrangements have been approved in advance by the employee's immediate supervisor, Library Director, or Assistant Director. If the supervisor is unavailable, the employee may leave a message with the supervisor's designated representative, stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification on a scheduled work day is subject to disciplinary action, up to and including termination.

An employee who is absent without notification or authorization for three (3) consecutive scheduled work days normally shall be considered as having abandoned his or her job and may be terminated. Employees may also be disciplined up to and including termination for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

If an employee's regular attendance is impacted by a medical condition, the affected employee is expected to notify his or her supervisor or the Director, and to discuss whether a family medical leave or temporary change in their work schedule is appropriate. Failure to do so may provide the Library with reasonable grounds for disciplinary action based on violation of these attendance requirements.

Employees are to report to work at the time scheduled, and are expected to be ready to begin their shifts on time. An employee's repeated incidents of tardiness results in colleagues and patrons being inconvenienced. A pattern of tardiness is negligent and disrespectful behavior.

An employee that has demonstrated an inability to report to work on time may be disciplined up to and including termination.

### **I. Administration**

The Library Director is responsible for administering this policy.