

HELEN M. PLUM MEMORIAL LIBRARY

**P-21 Attendance and Schedules [FORMERLY P-5]**

Adopted by the Library Board of Trustees, August 13, 2019

Employees are expected to be at their assigned places, ready for work at the time scheduled. When an employee expects to be late, that employee's department must be notified.

Illness or any other inability to report for duty should be reported as soon as possible before the employee is scheduled for work.

An instance of emergency time off, including sick time, is defined as a reduction in scheduled work hours, with fewer than 24 hours advance notice. Three such occasions of emergency time off per month over successive calendar months will result in the manager discussing the absences with the employee. Continued use of emergency time off at that level may impact the employee's employment.