

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: **ATTENDANCE**

Policy Statement: All employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance.

Procedures: If employees are unable to report to work they are expected to notify their supervisor at least 15 minutes prior to their start time. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and their anticipated time away from work. Excessive absenteeism may result in disciplinary action which can include termination. “Excessive absenteeism” is defined to include, but not be limited, to those absences beyond allowed leave or repeated and unexcused absences. Employees must make personal contact with their supervisor on each day of absence. In the case of extended absence, employee must contact the supervisor and/or Human Resources as requested. The supervisor and/or Human Resources may require a physician’s documentation of illness or health condition. Notification to a fellow employee is not proper notice. Employees are encouraged to avoid scheduling medical or other personal appointments which conflict with normal working hours. However, when such conflicts cannot be avoided, employees should advise their supervisors as soon as possible. Such time will be taken as sick leave for medical appointments and vacation leave for personal appointments, assuming the employee has the available leave. An employee who is absent from work for a 24 hour period without notifying the College may be considered a voluntary quit and can be terminated. An employee who is absent from work for a 24 hour period without notifying the College may be considered a voluntary quit and can be terminated.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: 10/28/2013

Keywords: absence, tardiness, leave, termination

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