

Employee Handbook

5.4 Absence from Work

If you must be absent from work for any reason, you are responsible for notifying your department within the first hour of your regularly-scheduled time for reporting to work. Your department has the option of requiring earlier notification. If you do not notify your department that you will be absent, or have someone notify the department for you if you are not able to, your absence will be considered unauthorized and may result in disciplinary action.

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