

SECTION 6.2: ABSENTEEISM

- A. Employees are expected to work during the hours scheduled to work. Absenteeism causes a burden on coworkers and disrupts the normal operation and level of services of County departments. Good attendance is required, and violations of this policy will result in disciplinary action, which may result in termination.
- B. NOTIFICATION
1. An employee who will be absent from work must report to his/her immediate supervisor or designee, as soon as possible but no later than one-half ($\frac{1}{2}$) hour after the employee's scheduled starting time on each day of such absence, unless: 1) other arrangements are made with the employee's supervisor, or 2) a different notification procedure is set by the Department Head. Only absences logged by the Department Head, immediate supervisor or designee will be considered for approval.
 2. When an employee returns to work following an absence, such employee must immediately report to his/her Department Head, immediate supervisor or designee before he/she begins work. The employee shall submit a Time Off Request, which allows the employee to explain the reasons for his/her absence. Any written documents which substantiate the employee's reasons shall be submitted at this time. The Time Off Request and other written documentation will be reviewed by the Department Head or designee to determine whether the absence will be approved.
- C. LATE ARRIVAL / EARLY DEPARTURE (Lost Time)
1. Absence due to late arrival or early departure (lost time) may be approved or denied by the employee's supervisor.
 2. If approved for FLSA non-exempt employees, the lost time may be covered by using available vacation or compensatory time, at the employee's request. Alternatively, the employee may request to flex (i.e., alter his/her work schedule to make up the time). Flexing is subject to the approval of the supervisor.
 3. If denied for FLSA non-exempt employees, the Department Head or supervisor shall document the reasons and the lost time shall result in pay reduction for each six-minute increment of lost time.

- D. Unapproved lost time for FLSA non-exempt employees shall render the employee subject to disciplinary action as provided in Section Seven of this Manual.
- E. FLSA-exempt employees may not be docked for lost time. Nevertheless, exempt employees are expected to work a full schedule and may be subjected to discipline for habitual lost time.
- F. ABSENCE WITHOUT LEAVE

Employees failing to report for work as scheduled without obtaining approval from their Department Head, supervisor or designee are Absent Without Leave (AWOL). Absence without leave is grounds for discipline and may result in termination.