

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 4.4

EMPLOYEE ATTENDANCE

Staff attendance is a critical element in the board's ability to provide quality services. The regular attendance of each employee is vital to the effectiveness of the Board. Services are most effective when performed with the continuity provided by regular staff members as opposed to substitutes.

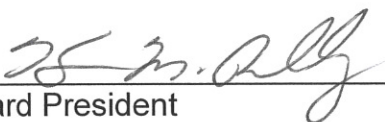
The Board recognizes that circumstances may prevent employees from attending work on occasion, however, excessive employee absenteeism and tardiness causes undue hardship to the overall operation of the Board and will not be tolerated.

It is the employee's responsibility to notify the Board office when incapacitated and unable to report to work. In some cases, employees may also notify their supervisor in addition to using the regular notification procedures.

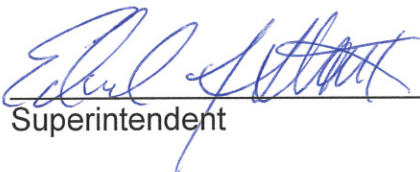
All employees are required to submit the appropriate leave form to their supervisor the day they return to work and document the corresponding leave on their time sheet.

The Superintendent will establish procedures regarding acceptable employee attendance and corresponding activities when an employee fails to maintain acceptable standards. Unauthorized or excessive absences or tardiness will result in disciplinary actions up to and including termination.

Applicability:
Board Policy Manual



Board President



Superintendent

Adopted: 5/26/98
Updated: 7/24/2012
Revised: 9/28/2015