Policies for Temporary Employees

Attendance and Reporting Absences
Temporary 3.1
Effective January 1, 2003

This policy applies to all Temporary employees.

A. Policy

1. All employees are expected to be at work when scheduled, and are personally responsible for reporting anticipated absences to their supervisor before they are scheduled to begin their workday. Regular attendance as established by the department is a condition of employment.

2. If the absence is due to an emergency, the employee must notify the supervisor as soon as possible as to the reason and expected time of return.
   a. If the supervisor cannot be reached, the employee should follow the reporting procedure of the department.

3. Unexcused absences, with or without notification, may be subject to disciplinary action up to and including termination.