3-3 POLICY ON ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of SYCAMORE PARK DISTRICT. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in disciplinary action, up to and including dismissal.

If for any reason you are going to be late or absent from your scheduled starting time, you or someone else for you must telephone your immediate supervisor at least (30) minutes prior to that scheduled starting time. If your immediate supervisor is not available, contact the supervisor at the succeeding level of authority. If you are unable to contact either supervisor directly, you may leave a voice mail. It is your personal responsibility to ensure that proper notification is given.

If you must leave work early due to an illness or personal emergency, you must make every reasonable effort to promptly advise your immediate supervisor or if your immediate supervisor is not available, contact the supervisor at the succeeding level of authority.

Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation, consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including dismissal. Moreover, if you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with SYCAMORE PARK DISTRICT and for that reason you will be dismissed.

Attendance is an essential function of every job. Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or unsatisfactory performance will subject you to disciplinary action up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the Family and Medical Leave Act, approved military leave, VESSA, and other approved paid leaves.

Adopted on:

Revised on: October 2021