Employees are expected to report to work on time and on a consistent basis. If an employee is going to be late or absent for any reason, it is the employee’s responsibility to request time off by contacting his or her immediate supervisor. Notification must be made as soon as possible, but absent extenuating circumstances, prior to the employee’s starting time. The employee must explain the reason for the absence or tardiness, when he/she expects to return to work, and provide a phone number where he/she can be reached. Asking another employee, friend, or relative to give this notification is not considered proper except in emergencies.

Absenteeism and tardiness lessen an employee’s chances for transfer or advancement. In addition, excessive tardiness and poor attendance may lead to disciplinary action up to and including termination.