

Attendance Policy

We incorporate a normal working schedule of a minimum of _____ hours a week. Normal business hours are Monday through Friday, from _____. However, hours may vary, depending on job responsibilities. Your supervisor will provide your work schedule.

You are expected to attend work regularly and report to work on time. If you are unable to report to work on time for any reason, you must contact your supervisor as far in advance as possible or as soon as it is reasonably safe to do so in an emergency situation. If you need to leave early for any reason, such as for an illness or personal emergency, you should notify a supervisor or manager before leaving. If you do not notify your supervisor or manager in a timely manner, your absence may be considered unexcused and could result in disciplinary measures, including termination.