

Absence from Work, Punctuality

336.1 PURPOSE AND SCOPE

To set forth the policy with respect to absences from work and punctuality. This policy applies to all employees.

336.2 AUTHORITY AND REFERENCES

- Executive Committee

336.3 POLICY

Employees are expected to be at work on each scheduled work day unless there is a valid reason for absence. Whenever possible, an absence is to be approved in advance by the immediate supervisor. Employees are expected to be present and at work at the beginning of the assigned work shift.

Revised: 06/01/1992

Date: 07/01/1986