

## **Attendance Policy**

### **Application**

The expectation of punctual attendance and adherence to established regular schedules extends to all personnel with established schedules or duties involving support of direct service to the public. In particular, paid staff are expected to fulfill the commitment of making the Library and its services available to the public according to the Operating Schedule policy. Jury duty and medical leave of significant duration is not covered by this policy.

### **Purpose**

Governing attendance allows for equitable and transparent application of standards for acceptable service. Restricting allowable absences also enables the administration of the Paid Time Off or Sick Leave policies by differentiating approved leave from allowable and excessive absences. Monitoring punctuality and maintaining regular shift schedules serves supervisory goals in ensuring that Library services are available to the public.

### **Policy**

Absences will be noted when personnel do not report for a scheduled shift of work. Absences will be allowed where reasonable notice (two hours is the minimum needed for an opening shift) is provided to and confirmed by the director in advance. Allowed absences where an employee takes compensation as Paid Time Off or Sick Leave will not count against the allowed absences per year. Tardiness with notice provided to and confirmed by the director will be allowed within 15 minutes of the start of a shift that doesn't open the library for the public; tardiness is not counted as an absence. Employees wanting occasional changes to their scheduled hours are encouraged to coordinate with other staff to ensure coverage of public services. The director should be notified and provide confirmation of any changes. If no coverage is available through agreement with others, direct consultation with the director will determine if a change is possible. When no notice is provided for an absence or tardiness, tardiness becomes recurrent, or schedule changes are substantial, corrective action including changes to scheduled hours or employment may be taken.

Employees are allowed two absences per year.

### **Responsibility**

Staff will provide notice to the director concerning an absence as readily as possible, ideally on the preceding day or earlier. Where such notice is not possible, the absence should be reported as soon as possible in advance. Notice should be provided verbally, as that is the most readily accessible way to receive confirmation that the notice has been received; text, email, and other message-based notifications may not be confirmed in a timely manner and accordingly may not be accepted. On receipt, the Library Director will confirm the provided notice and will keep record of all absences. The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. Staff are responsible for reporting allowed absences as Paid Time Off on their regular time sheets. The Library Director is responsible for training and supporting staff regarding this policy.

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Reviewed by / on: