ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.310 – ABSENTEEISM AND TARDINESS (revised 6/16/03)

All employees are expected to be punctual and ready to begin work at their scheduled time. This requires arriving early enough to attend to personal needs prior to the beginning of the scheduled work time.

When it is necessary for an employee to be absent, the employee shall contact the immediate supervisor in a timely manner and keep the supervisor regularly informed as to the expected date of return. All employees must have on file with the immediate supervisor a current telephone number where they may be reached.

All employee absences shall be subject to review by the public service team leader and executive director. Excessive absenteeism, tardiness, absence without sufficient cause, or failure to provide advance notification will result in disciplinary action up to and including dismissal.