



Building Healthy Minds and Bodies since 1977

4.6 ATTENDANCE, LATENESS AND ABSENTEEISM

PURPOSE

To establish expectations for attendance, lateness and absenteeism for OGC employees that provides a stable and consistent environment.

POLICY

It is the responsibility of every employee to attend work as scheduled on a regular and consistent basis. Employees are expected to be punctual and ready to commence work at the start of their scheduled shifts and to remain on duty until the scheduled end time, unless otherwise directed by a supervisor.

PROCEDURE

- Scheduling of employees' work hours is done in accordance with the operational requirements of OGC.
- Employees who are unable to report to work at the scheduled time must find a substitute and communicate their absence to their direct supervisor.
- If employees are unable to find a substitute, the employee must communicate as soon as possible with their direct supervisor
- Employees who find themselves late for their shift must inform the office as soon as safely possible.
- Attendance is considered a criterion of performance and is taken into consideration when assessing overall employee performance at work.
- Employees who are incapable of maintaining regular, consistent attendance may fail to meet the requirements of continued employment.

APPROVED BY OGC BOARD OF DIRECTORS AUGUST 17, 2016