

TARDINESS AND ABSENCES

Tardiness and unexcused absences shall not be considered acceptable behavior for Puget Sound Educational Service District (PSESD) staff. Any incidence shall be reported to the employee's supervisor in accordance with established notification procedures. If the circumstances are deemed extenuating by the employee's supervisor, any proposed action shall be according to administrative procedure.

Any employee who is tardy or absent as a result of extenuating circumstances (i.e., inclement weather, motor-vehicle accident, family emergency, etc.) shall have the following options:

- a. Hours shall be deducted from their salary;
- b. Make up the missed time by working before or after regular office hours (by arrangement with their supervisor); or
- c. Use annual leave or emergency leave, if applicable, for missed time.

Adopted: October 1980

Revised: April 2014

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References: Operating Policy No. 5231 – Office Hours/Work-Week and Day
 Operating Policy No. 5400 – Emergency and Discretionary Leave