EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy #4028.1.1

Employee Attendance

Each employee is expected to appear on time and to be ready for work on each scheduled work day and to remain at work for the full day. Employees must report all absences, no later than the start of the work day, to their immediate supervisor. If the supervisor is not available, the report should be made to the secretary or director of the division in which the employee works. The Executive Director of EASTCONN shall establish and maintain a procedure for employees to report absences.

Any employee who fails to report an absence from work or who is absent without approval shall be deemed to be absent without leave and shall be subject to discipline up to and including termination of employment.

Supervisory personnel have a right as well as a responsibility to monitor, investigate and appropriately handle any instances of excessive absenteeism or tardiness.

Adopted: August 21, 2018
Revised:
Replaces 3.008