



Maintenance & Operations Late Arrival Procedure

A maximum of three (3) days of Emergency Leave will be allowed annually for absences owing to suddenly precipitated problems which are of a nature that preplanning was not possible or could not have relieved the necessity for your absence. Emergency leave will no longer be automatically approved for instances of late arrival due to “traffic”, “alarm not going off”, “accident on highway on way to work”, etc.

If you arrive late to work immediately email your supervisor, with a copy to Alexis Keliher, reporting the reason for your late arrival. Late arrivals that do not qualify for Emergency Leave will be handled in the following manner:

1) First Occurrence:

- Less Than 15 Minutes Late: You will receive an email from your supervisor stating that you will be given a one-time adjustment to your time clock hours to account for a full shift worked.
- More Than 15 Minutes Late: You will receive an email from your supervisor directing you to submit your absence into Skyward using vacation leave.

2) Second Occurrence: Submit your absence into Skyward utilizing vacation leave. You will receive a Letter of Direction from your Supervisor documenting this second occurrence.

3) Third and Future Occurrences: The Human Resources Department will be tracking these absences. Your time will be entered into payroll as leave.