



## Board Policy 5002 – Attendance and Punctuality

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### BOARD POLICY

5002

SUBJECT: Attendance and Punctuality

OESD expects employees to be reliable and punctual. Employees should report for work on time and as scheduled. If an employee cannot come to work or will be late for any reason, the supervisor should be notified as soon as possible, preferably prior to the start of the employee's shift.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. A poor attendance record or excessive lateness, may subject the employee to disciplinary action, up to and including separation from employment.

DATE ADOPTED: March 18, 2004

RENUMBERED January 21, 2016, from 3002