

**OLYMPIC ESD 114 BOARD POLICY
ATTENDANCE AND PUNCTUALITY**

POLICY 5002

Olympic ESD 114 expects employees to be reliable and punctual. Employees are expected to 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 work day.

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: from 3002 - January 21, 2016
Revised: November 20, 2018