

## **INTRODUCTION**

The City of Taft is dedicated to providing the finest available service for its residents and for the public at large.

To achieve this objective and assure continued operating efficiency, the City has established attendance requirements for each employee.

## **POLICY**

1. Employees of the City of Taft shall report for duty at the assigned time on scheduled work days.
2. In the event of bona-fide illness, the employee or a member of the employee's immediate family shall notify the employee's immediate supervisor of the illness as soon as possible.
3. Absence for reasons other than sickness without prior approval of the employee's immediate supervisor shall be considered unexcused absence.
4. Unexcused absences shall result in disciplinary action including possible suspension or discharge.
5. Employee absences shall be governed by provisions of the City's vacation, sick leave and leave of absence policies.
6. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.
7. Employees leaving their assigned station during scheduled work hours shall report their departure, destination and anticipated duration of absence to their immediate supervisor prior to leaving and shall inform their supervisor of the extension on which they may be contacted if necessary.
8. Employees shall not leave the assigned work station during scheduled work hours (excluding a designated meal period) without prior approval of their immediate supervisor.