



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Attendance	<b>APPROVAL DATE</b> 5/5/1998
<b>SECTION</b> Workplace Expectations	<b>REVISION DATE</b> 12/20/2016

Every employee is expected to report for work in accordance with the work schedule, and request leave according to the Laramie County Leave Policy.

Whenever an employee is unable to report to work due to illness or emergency, the employee shall notify the supervisor as far in advance of the shift as possible and no later than 15 minutes prior to the expected arrival time at work unless directed to call in earlier because of department direction. The employee should explain the circumstances and give an expected time of arrival. If the supervisor is absent, the employee should notify the next supervisor in authority. Messages left with coworkers or other employees are not acceptable. Employees are expected to report to work whenever scheduled and be at their work stations at the starting time and again after any breaks at the prescribed time. Failure to provide proper notification of, or obtain supervisor's approval for, an absence or lateness, unexcused absence, late arrival or early departure from work will not be tolerated.

Management may treat occasional tardiness by allowing the employee to make up the lost time during the same work day, or if this is not possible, record reduction in pay, or charge sick or vacation leave for the time lost that work day in 15 minutes increments.

### **Excessive Tardiness**

Excessive tardiness is unacceptable conduct. Elected Officials and Managers may have department guidelines and may judge whether tardiness is excessive.

### **Unscheduled Absences**

Laramie County recognizes sudden illness or emergencies may result in unscheduled absences, and each case shall be handled on an individual basis. Refer to the Leave policy section. Unscheduled absences are those which are not prior approved, and are generally due to sudden illness or emergency. A manager may review the excuse given and approve the use of leave applicable. The manager may apply department guidelines regarding an unacceptable number of unscheduled absences, which may result in disciplinary action. In general, more than ten unscheduled absences in a 12 month period may be considered excessive. Excessive absence may impact performance and the effective operations of the department.

Any employee who fails to report to work at the designated time, and fails to contact management may have such actions construed as a constructive resignation from the employee's position with Laramie County.