

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section* PERSONNEL

*Policy Name* EMPLOYEE ABSENCE

701

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*Board Approved: March 12, 1999*

*Reviewed: October 17, 2006*

*Review Prior To: December 2011*

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## **POLICY**

The Superior-Greenstone District School Board expects all employees to be punctual and diligent in their attendance to their assigned duties.

## **PROCEDURES**

### **1.0 Permission for Absence**

An employee of the Board may make a personal request to his/her immediate supervisor for permission to be absent from his/her usual place of work.

### **2.0 Approved Absence**

It is expected that, prior to any absence, the employee personally advise his/her immediate supervisor of the reason(s) for the particular request for absence.

### **3.0 Unapproved Absence**

Unapproved employee absence may be subject to appropriate salary or wage deduction or other disciplinary measures.

### **4.0 Punctuality**

Punctuality is a basic expectation for every employee. Any failure to report for assigned duties at the appointed hour should be explained by the employee to his/her immediate supervisor.

### **5.0 Continued Failure to be Punctual**

Continued and/or frequent failure to be punctual may result in reprimand or other disciplinary measures.

### **6.0 Management Rights**

All employees should be aware that the Board has and will exercise its basic management rights with regard to employee attendance and punctuality.