

<b>Guernsey Memorial Library</b>	Section #	
Manual Name Library Policy Manual	Date Issued:	Subsection
Section Tardiness	Date Revised: 1/4/13	Page
<p><b>Attendance and Punctuality</b></p> <p>To maintain a safe and productive work environment, Guernsey Memorial Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on library patrons. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The library director reserves the right to perform random punctuality surveys if punctuality is perceived to be an issue.</p> <p>Poor attendance and excessive tardiness are disruptive. Either may lead to progressive disciplinary action as outlined in the library's discipline policy.</p>		
Revision Approved by Board: 1/10/13	Taken From Employee Handbook Section 704 Page 34	