

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>7 – CONDUCT AND PERFORMANCE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>5 – ABSENCE AND TARDINESS</b>	<b>REVISED: 5/22/24</b>

Absence and tardiness increases the burden on other employee workloads and interferes with maintaining satisfactory levels of County services.

Each Department has procedures for time and attendance record keeping (i.e. time clock, sign-in sheets, etc). Any employee that does not follow procedure creates evidence of an attendance problem and shall be reviewed for disciplinary action. Employees should not “sign-in” for another employee. Any employee found in violation of this policy may be subject to disciplinary action up to and including termination.

The County may request medical evidence to verify illness for purposes of granting sick leave.

To minimize the negative impact on both employees and the general public, employee time records will be reviewed regularly to identify chronic absenteeism and/or tardiness problems.

Employees who exhibit attendance and/or tardiness problems will be subject to established progressive disciplinary procedures.

Punctuality in reporting for duty or returning from authorized breaks is considered to be the contractual obligation of all employees.

Chronic tardiness may be considered as grounds for disciplinary action.

**Employee:**

Follows departmental procedures for time and attendance record keeping.

When anticipating a late arrival for work or when returning late from break, should telephone department, indicating the reason for the lateness and anticipated arrival time.

**Department Head/designee:**

Ensures procedures to accurately record time and attendance.

Documents verbal warnings in writing.

Reports employees with chronic lateness to Administration in writing, providing full documentation of such abuse.

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Develops an appropriate course of action to rectify the problems of chronic lateness in conjunction with Administration.

Docks employees for any time that cannot be verified through established policies and procedures.

Follows procedures for disciplinary action as necessary.