

4.05 ABSENCE REPORTING

Consistent attendance and punctuality contribute to the success of the Library District's operations. Attendance problems disrupt operations, lower productivity and create a burden on other employees. All employees of the Library District are expected to assume responsibility for their attendance and promptness.

Rules Concerning Attendance

1. Employees are required to notify the Library of an absence in advance of the absence when possible. When you know in advance that you cannot avoid absence from work, you must make arrangements in advance with your supervisor.
2. If it is not feasible to make arrangements in advance for an absence, you are then required to contact your supervisor on the first day of the absence at least 30 minutes before your normal starting time. Be prepared to explain the reason for the absence and give an expected date of return to work. The Library District may require that additional documentation substantiating the reason for the absence be furnished..
3. An employee must personally contact the Library District each day of an absence unless the employee is otherwise excused from notification by the supervisor.
4. In instances of absence due to your health, the Library District reserves the right to require you to obtain a doctor's report explaining the condition and the doctor's restriction that you not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Library District may delay its decision as to your physical fitness to return to work until a doctor's report is submitted.
5. Unexcused or excessive absence, continued tardiness, and/or failure to follow these procedures may be grounds for disciplinary action. An unexcused absence is defined as failure to notify the supervisor by telephone or otherwise no later than 15 minutes after the time the employee was to report for work unless the employee could not provide timely notice for reasons beyond his/her control. Tardiness is defined as failure to be at the assigned work station at the beginning of the work period.
6. After three consecutive days of absence without notice to the Library District, an employee shall be presumed to have abandoned his or her job; thus, the Library District will consider employees who are absent for three days without notice to have voluntarily separated from the Library District.
7. All absences must be reported to the Administrative Office by the supervisor on the day of notification of the absence.

Adopted by the Niles Public Library District of Trustees 7.1.92; Revised 12.14.16