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## WORK SCHEDULE

Attendance is an essential job function. Employees will be advised of their usual work schedule at the beginning of employment. The supervisor will establish the work schedule for each employee. Work schedules have been carefully thought out and employees are required to work the hours and days for which they have been scheduled.

Non-exempt employees shall arrive at their work sites just in time to allow them to begin working on time and shall leave the work site upon the end of their work schedule. Non-exempt employees are not ordinarily permitted to work overtime and must obtain prior permission from their supervisor to work overtime.

Temporary and permanent schedule changes may be necessary to effectively utilize staff. Employees who refuse a schedule change will be subject to disciplinary action up to and including termination.

Employees unable to report to work for any reason, must notify their immediate supervisor at least one hour prior to scheduled starting time. Failure to notify immediate supervisor in a timely manner will be considered unexcused absence. Employees with unexcused absence(s) will not be permitted to use available leave time for the missed day(s) and will be subject to disciplinary action.

Employees with excessive absence or a pattern of absence may be required to provide a doctor's statement when absences are due to illness. Employees with excessive absence or a pattern of absence may be subject to disciplinary action.

Employees are not permitted to leave during their working hours without permission. Leave must be arranged properly with the employee's supervisor. Unexcused leave is cause for dismissal.