

### **3357:13-16-26 Attendance and Punctuality Policy (For Staff)**

Punctuality and regular attendance are essential to insure optimal productivity and customer service. All employees are expected to report to work, on time, every day that they are scheduled to work and to maintain a satisfactory record of attendance. Employees who are unable to meet their employment obligations of regular attendance and punctuality are subject to disciplinary action, up to and including termination of employment. Attendance and punctuality procedures/guidelines can be found at [16-261](#).

Effective: September 17, 2015

Expires: September 1, 2020

Review Dates: 9/17/15