

ER-4: Employee Attendance Policy

Change (7/1/2015)

EMPLOYEES RELATIONS

Note: **Department heads and Human Resources will evaluate the employees' attendance records and take in account any FMLA issues or other eligible leave events. If there are no medical or other eligible reasons for zero leave balances, the process will follow as below:**

A. Attendance (Vacation/Sick Leave)

Fairfield County has a no fault attendance policy. Once an employee has past the introductory period, it is the responsibility of the employees to maintain positive leave balances in the vacation and sick leave accounts. Once an employee balance falls to zero in **Either** accounts, the employee will be placed on attendance probation for 6 months to help correct the attendance problem. During this 6 month period, no vacation time can be taken. If sickness occurs, the supervisor can grant sick time and require the employee to bring a doctor excuse for this time.

Any unapproved time missed within this period will lead to termination of employment.

B. Tardy Policy – (No fault)

Fairfield County and the citizens that we serve expect that we are ready to do business at the start of the day.

A tardy is defined as clocking in after your assigned start time or not being ready for work at that assigned time.

Tardy Policy:

- After 12 tardy(s) in a year, an employee will terminate his/her employment.
- Employees starting within the year will have their tardy(s) prorated.
- Pro rated amount: _____

Tardies are tracked and monitored on a yearly basis (July 1st to June 30rd of each year). On July 1st at 12:01 a.m. of each year all tardies levels return to zero.

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I have read the above policy; it's my responsibility to follow the above rules.

Name: _____

Date: _____

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