

Category: Personnel  
Policy Number: 507  
Title: Lateness and Absenteeism

Guidelines and Procedures:

1. If the Library Manager is unable to report for work as scheduled, he/she shall make every effort to find a suitable replacement. If none is available, the Library Manager will contact the Board Chair to close the library.
2. Employees who are unable to report for work shall notify the Library Manager as soon as possible.

Reviewed May 14, 2022

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