

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 506
Title: Lateness and Absenteeism

Policy Statement:

Employees are expected to report to work on time and if absent, verify why they are absent.

Guidelines and Procedures

1. If the library manager is unable to report for work as scheduled, he/ she shall make every effort to contact the chairperson or other board member.
2. Employees unable to report for work shall notify the library manager.

Policy #506
Lateness and Absenteeism

Date Approved: November 14, 2012

Date to Review: March 18, 2023