

## **Vilna & District Municipal 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 to work as scheduled, he/she shall make every effort to find a suitable replacement or make other arrangements. He/she shall make up any hours lost.
2. Employees unable to report for work shall notify the Library Manager and arrange to make up any hours lost as soon as possible.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024