

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 5. WORK SCHEDULE AND TIME REPORTING

### 5.1 ATTENDANCE AND TIMELINESS

EACH EMPLOYEE SHALL REPORT TO WORK ON EACH DAY HE/SHE IS SCHEDULED TO WORK UNLESS PRIOR APPROVAL FOR ABSENCE IS GIVEN BY THE EMPLOYEE'S SUPERVISOR OR THE EMPLOYEE IS UNABLE TO REPORT FOR WORK BECAUSE OF CIRCUMSTANCES BEYOND THE CONTROL OF THE EMPLOYEE.

#### TARDINESS

EACH EMPLOYEE SHALL BE AT HIS/HER PLACE OF WORK AT THE STARTING TIME SET BY HIS/HER SUPERVISOR UNLESS PRIOR APPROVAL IS GIVEN BY THE SUPERVISOR OR THE EMPLOYEE IS UNABLE TO BE AT WORK ON TIME FOR REASONS BEYOND THE EMPLOYEE CONTROL.

EACH EMPLOYEE SHALL REMAIN ON THE JOB UNTIL THE NORMAL QUITTING TIME ESTABLISHED BY THE SUPERVISOR UNLESS PERMISSION TO LEAVE EARLY IS GIVEN BY THE SUPERVISOR.

#### NOTIFICATION

IF AN EMPLOYEE IS UNABLE TO BE AT WORK AT HIS/HER NORMAL REPORTING TIME, THE EMPLOYEE SHALL BE RESPONSIBLE FOR NOTIFYING HIS/HER SUPERVISOR AS SOON AS IS REASONABLY PRACTICAL OF THE CIRCUMSTANCES CAUSING THE TARDINESS OR ABSENCE.

#### EXCUSED AND UNEXCUSED

EACH SUPERVISOR SHALL BE RESPONSIBLE FOR DETERMINING IF AN UNSCHEDULED ABSENCE OR TARDINESS IS TO BE CLASSIFIED AS EXCUSED OR UNEXCUSED, BASED ON THE CIRCUMSTANCES CAUSING THE ABSENCE OR TARDINESS.

FREQUENT OR UNEXCUSED ABSENCES OR TARDINESS SHALL MAKE AN EMPLOYEE SUBJECT TO DISCIPLINARY MEASURES, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

#### ABANDONMENT

AN EMPLOYEE WHO DOES NOT REPORT TO WORK FOR THREE CONSECUTIVE SCHEDULED WORK DAYS AND WHO FAILS TO NOTIFY HIS/HER SUPERVISOR, SHALL BE CONSIDERED TO HAVE RESIGNED HIS/HER POSITION BY ABANDONMENT.