

PATHWAYS ABILITIES SOCIETY

PROCEDURE: ATTENDANCE AND ABSENTEEISM

Applies to: All Personnel

Effective/Revision Date:

April 28, 2003
January 26, 2004
Mach 17, 2006
May 22, 2007
October 6, 2009
December 9, 2010
September 12, 2011
November 20, 2012
April 2, 2014
May 7, 2018

1. Employees must commence work at their scheduled time and cannot leave their shift prior to it ending without permission from their supervisor.
2. All scheduled absences i.e. medical appointments, vacations, leaves, etc. require written approval. A "Time off Request" form must be completed, submitted and approved.