

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-18 Attendance and Punctuality	

Town of Lampman

Policy No. 300-18
Attendance and Punctuality

December 12, 2018

1. Reporting to Work

- 1.1. Employees are expected to report to work on time and remain working during their assigned work hours (with the exception of pre-approved breaks and meal breaks).
- 1.2. Employees are expected to manage their personal affairs in a manner which enables them to report to work on a regular and dependable fashion. We recognize that there may be situations beyond an employee’s control that cause absences from work. As much as possible, employees are expected to minimize the absences. All employees are expected to report to their supervisor as far in advance as practical of expected absences from work.
- 1.3. Consistent or regular deviations from this policy (chronic lateness, unreported absences, etc) will be grounds for discipline - up to and including termination.

2. Reporting an Absence

- 2.1. Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.) or left with administrative staff or coworkers unless the supervisor has designated that individual to receive absence notifications. A phone call is necessary whenever possible. Text messages, **in addition to a phone call**, are an acceptable way to report an absence.

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3. Work Behaviour

- 3.1. While at work, employees are expected to perform their duties consistently and without the need for constant oversight. When employees have downtime, it is expected that they use that time to continue contributing to the efficient running of the Town - whether it is cleaning and organizing, maintaining equipment or vehicles, reviewing safety and/or HR manuals or other activities that contribute to the overall good functioning of the Town of Lampman.

Document Revision History:

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Policy No 300-18 Attendance and Punctuality	December 12, 2018	Council