

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 23.1 through 23.3	Page 1 of 1
	SUPERSEDES: January 1, 2006	DATE ISSUED: November 28, 2017
SUBJECT: Attendance	AUTHORIZATION: Adopted by the Board of Supervisors November 28, 2017; to become effective November 28, 2017	

23.1 Absences from Work

An employee who is not at work during their regularly scheduled hours shall be considered unexcused, unless such absence is approved by the Department Director. An absence without an approved explanation shall be considered a reason for disciplinary action. Automatic discharge may result if an employee has been absent and failed to report their absence to their supervisor.

23.2 Punctuality

Tardiness, like absences, causes an additional burden on the County. Employees are expected to be at their workstations and ready to work at the scheduled starting time each day. Employees are not to make preparations for leaving their workstation before the end of their assigned shift.

Problems occasionally occur causing an employee to be late. The employee is expected to advise his/her Supervisor or designee prior to starting time if he/she will be late.

Repeated tardiness and unexcused absence is significant to operational effectiveness and is grounds for disciplinary action against the employee, up to, and including termination.

23.3 Recording Attendance

The County shall maintain time records to insure that all employees are correctly paid for time worked. Accuracy in reporting time worked is extremely important. The County's Department of Finance shall maintain individual records on each employees' available leave time.

Accuracy in reporting time worked is extremely important. Intentional falsification of a timesheet is grounds for disciplinary action up to, and including termination.