



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter:** Employee Conduct  
**Section Number:** 7.2  
**Section Name:** Attendance  
**Last Revised:**

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## A. ABSENCE REPORTING

1. When an employee is unable to report to work, he/she must notify his/her immediate supervisor, or another designated person, within fifteen (15) minutes of the start of his/her scheduled work hours on the first day of absence and each day thereafter, unless emergency conditions make it impossible or prior arrangements have been made with the supervisor. If a staff member is unable to report to work on a Sunday, he/she must notify the appropriate Department Manager to assist in finding a substitute.

## B. FREQUENCY OF ABSENCES

1. Regular attendance is expected of all employees.
2. An employee who develops a pattern of absences, or whose frequent absences, tardiness/early departure affects the Library's ability to provide services will have his/her absences reviewed for possible disciplinary action.

## C. TARDINESS/EARLY DEPARTURE

1. Employees are expected to arrive at work promptly and remain at work until the end of the scheduled workday. An employee who will be late reporting to work must call the supervisor before he/she is scheduled to begin work.
2. Any deviation from an employee's work schedule must be authorized by his/her supervisor in advance.
3. Time lost due to tardiness/early departure may be made up only with the permission of the supervisor and must be completed within the same workweek.

## D. WEATHER RELATED AND EMERGENCY CLOSING

1. When the Director declares an emergency, employees will be compensated for the time they were scheduled to work during the emergency period.
2. An employee may be required to work even though the Library is closed due to an emergency. The employee is entitled to straight-time pay for regular hours worked, unless he/she is on overtime status. There will be no additional compensation or time-off as a result of the emergency.

3. An employee not scheduled to work because of previously scheduled vacation or continuing sick leave will be charged for the leave, regardless of the declared emergency.
4. An employee who is absent, tardy or leaves work early on a day when weather conditions interfere with travel, but the Library is open, will not be paid for the missed time. The employee may, with approval of the Director, account for the time by charging it to vacation, compensatory time, or to leave without pay. Inclement weather is not a valid use of sick leave.