



## COUNTY OF CARROLL

### OFFICE OF THE COMMISSIONERS

Administration Building  
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Policy Title:	Attendance Policy
Effective Date:	09/01/2012
Revision Date:	January 19 2023
Reference(s):	

All staff are expected to be punctual in reporting to work for all scheduled shifts. Shift changes must be approved in advance by the Supervisor or Department Head.

Unplanned absences cause additional workload for your co-workers and last minute staffing challenges. Employees are responsible for notifying a supervisor if unable to work or will be tardy, at least thirty (30) minutes before the regularly scheduled shift.

Employees who are absent from work for three or more days/shifts because of illness will be required to furnish a doctor's note prior to returning to work. Failure to produce a doctor's note will result in being sent home until the absence and clearance to return to work is documented by a medical care provider. Excess absenteeism may result in disciplinary action, and continued absenteeism may result in additional disciplinary action up to and included termination of employment. FMLA and approved Personal Leaves of Absence are not subject to the Attendance Policy.

Employees who are absent from work for three (3) consecutive workdays without notifying a supervisor will be regarded as having voluntarily resigned without notice, effective as of the beginning of the 4<sup>th</sup> day of absence unless the absence is the result of an emergency and the employee was unable to contact the County. Employees who are unable to contact the County are responsible for asking a family member or friend to take responsibility for contacting the County as soon as practicable.

Excess tardiness (late for a shift by more than 10 minutes) more than three (3) times in a month or more than twelve (12) times in a calendar year may result in disciplinary action (including verbal warning, written warning, suspension/final warning, and termination of employment).

*Union Members should always refer to their Bargaining Agreement.*

Terry McCarthy

Terry McCarthy  
Chairman

Matthew Plache

Matthew Plache  
Vice-Chairman

Kimberly Tessari  
Clerk

Adopted: Jan 30, 2023