

POLICY: **ABSENCES**  
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## POLICY

It is the policy of the District that all employees are expected to report to work if scheduled, to work any assigned scheduled work period and if available, for emergency duty when notified of an emergency. Employees will be considered absent when they fail to appear or report to said work without authorization.

## RESPONSIBILITY

It is the responsibility of employee to notify the District Manager, Fire Chief, or fire officers of a future absence.

It is the responsibility of the District Manager or Fire Chief to monitor employee attendance and to determine and document if the absence is excused or unexcused.

## PRACTICES

1. An employee must report unscheduled absences to the District Manager, Fire Chief, or fire officers no later than thirty (30) minutes before the beginning time of any scheduled work period to which the employee was assigned.
2. There may be grounds for discipline when an employee's absences affect the ability of the District to fulfill its mission; however, the District Manager or Fire Chief will consider the employee's overall work record, circumstances regarding the absences, and prospects for future improvement when determining discipline.
3. An employee who is absent for three (3) consecutive work periods to which the employee was assigned and does not notify the District Manager, Fire Chief, or fire officers is subject to termination through the disciplinary process and if a termination results from the disciplinary process, the termination is considered voluntary.
4. An unexcused absence is any absence which is taken after the District Manager, Fire Chief, or fire officers have denied the request, when requested medical documentation has not been provided, or when the absence is taken without prior or subsequent authorization.
5. An employee with an unexcused absence is subject to discipline.

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RELATED POLICIES

Sick Leave 466  
Vacation from Primary Employment 478  
Performance Improvement Counseling 618  
Disciplinary Process 621

REVISION HISTORY

Revision Date	Author	Revision Details
June 8, 2021	Monte Olsen	Initial version