

**TOWN OF TISBURY
PERSONNEL BOARD/PERSONNEL DIRECTOR**

ATTENDANCE POLICY

Good attendance is an essential function of every Town employee's job and excessive absenteeism will not be tolerated. Since good attendance is required of every employee, patterns of attendance abuse such as frequent absences on Fridays and/or Mondays or if an employee frequently arrives late or leaves early this behavior will be scrutinized closely and if improper use is found, employees will be subject to progressive discipline up to and including termination. Further, if an employee exhausts all of his/her accrued leave and has not been granted additional leave by the Town for an essential and lawful purpose as determined by the Town, he or she will be considered to be on unauthorized leave and will be subject to discipline, up to and including termination.

Any employee with a question regarding this Policy should contact the Personnel Director.

This is a new policy. This Policy was adopted by the Personnel Board on May 17, 2018 to take effect on June 1, 2018.



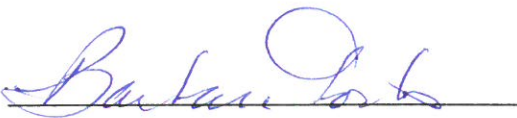
William McConnell



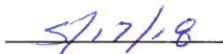
Date

Jack Rollins

Date



Barbara Fortes



Date