

TOWN OF STETTLER

Prepared by: Department Heads Number: II-4(b)
Adopted by: Town of Stettler Council Date: 1986 08 19
Revised:

Title: **Attendance**

Purpose: To establish guidelines for employees who will be absent from work.

Policy Statement: If known in advance, prior authorization shall be requested from the supervisor if absence from work is expected.

An employee who is absent from work without prior authorization shall communicate the reason for his/her absence to his immediate supervisor within two hours of the commencement of the workday.