

# MACOMB COUNTY HUMAN RESOURCES POLICY

## ATTENDANCE


An inherent obligation of employment with Macomb County is that employees will report to work at the start of their assigned shift and work to the completion of that shift. Specific standards may be established on a departmental basis. Employees must inform their supervisor of their absence at least one hour prior to their scheduled start time, unless otherwise established. Failure to do so may result in disciplinary action.

Unsatisfactory attendance includes, but is not limited to, the following:

- Unexcused absences
- Dock Time
- Tardiness
- Leaving work early
- Excessive absenteeism
- Patterns of absenteeism
- Failure to follow established call-in procedures
- Improper use of time off banks

Employees are required to accurately account for all hours worked. It is the employee's responsibility to confirm the accuracy of his/her timesheet.

Approved:

  
\_\_\_\_\_  
Office of County Executive

Approved: December 19, 2017