

Warren-Newport Public Library District **Staff Manual**

704 Attendance and Punctuality

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To maintain a safe and productive work environment, the Warren-Newport Public Library District (WNPLD) expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on WNPLD. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.