



# Medina County Policy Manual



<b>Policy: Tardiness/Leave Early</b>	<b>Section: Work Rules</b>	<b>Number: 7.075</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 1 of 1</b>

- A. Employees are expected to arrive at their designated work area in order to commence work at their scheduled time. Employees are expected to continue work up until the conclusion of their scheduled work day.
- B. Tardiness/early departure is defined as late arrival at the employee's work location, early departure, or overstaying scheduled meal periods. An employee who will be late reporting to work must call the supervisor within fifteen (15) minutes of the scheduled start time.
- C. Any deviation from an employee's work schedule must be authorized by his/her supervisor in advance and noted on their weekly time sheet.
- D. Repeated tardiness is grounds for disciplinary action.