


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Attendance
	Policy Reference No:	8-2
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. Unless emergent circumstances exist, all absences must be reported to the supervisor prior to the start of the normal workday.

Employees are also expected to remain at work for the entire work period, excluding any allotted rest and meal periods working until quitting time and then collecting personal items and putting on coats.

An employee who anticipates being absent or late must notify his or her supervisor promptly, prior to the start of the workday if possible, but no later than within the first hour of work unless emergent circumstances exist, on each day of absence or lateness. An absence without notification for three (3) consecutive days may be treated as resignation.

Employees arriving later than thirty (30) minutes or more after the scheduled start time without notification will be sent home without working and the day shall be charged against their paid time off.

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Revision No.	Revision Date	Nature of Revision	Approved By