



MASON COUNTY FIRE DISTRICT #4

TITLE: ATTENDANCE

CHAPTER: 2000 NUMBER: 2009 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

Punctual and consistent attendance is a condition of employment. The Fire Chief is responsible for maintaining an accurate attendance record of Fire District employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond three (3) days, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message with the Fire Chief stating the reason for being late or unable to report for work.

Employees are expected to be at work even during inclement weather. Employees may be allowed to be late or leave early during severe weather conditions; however, nonattendance may be counted as absence from work and may be charged to accrued leave time.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.