

TOWN OF STETTLER

Prepared by: Department Heads Number: II-4(b)
Adopted by: Town of Stettler Council Date: 1986 08 19
Revised: 2024 08 20

Title: **Employee Attendance**

Purpose: To establish guidelines for employees who will be absent from work.

Policy Statement: If known in advance, prior authorization shall be requested from the supervisor if absence from work is expected.

An employee who is absent from work without prior authorization shall communicate the reason for his/her absence to his/her immediate supervisor as soon as possible or no later than 30 minutes before their scheduled start time of the workday.