

## **EXCESSIVE ABSENTEEISM**

Excessive Absenteeism constitutes a hardship on the library and on other members of the library staff. The library provides a variety of leave benefits to cover the normal contingencies of everyday living.

The following shall constitute excessive absenteeism:

1. Documented and chronic lateness (which may include either frequency or length of lateness) or unauthorized absences;
2. Unauthorized use of annual leave or sick leave beyond total hours accrued. (Such unauthorized use will result in the employee's pay being docked for the hours of unaccrued leave taken.)

Continued documented excessive absenteeism will result in disciplinary action up to and including dismissal.