

Agency Name
Transit Policies and Procedures

Subject	Leave, Absenteeism, & Tardiness
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Provide written guidance on employee leave, absenteeism, and tardiness.

Definitions

Annual Leave: Paid time off (PTO) that covers sick and vacation days.

Absenteeism: The practice of regularly staying away from work without good reason.

Tardiness: The quality of being late to work.

Procedure

Develop a written policy to address employee leave, absenteeism, and tardiness. Define the number of annual leave days that each full-time and part-time employee will receive. Require employees to submit written requests for annual leave at least a month prior to using PTO for vacation or routinely scheduled doctor's visits. All requests must be approved by the employee's supervisor.

If drivers become ill and need to take PTO, they should let their supervisor know as early as possible so that a replacement driver can be identified. Employees who do not require a replacement and need to take PTO due to illness should let their supervisor know before the start of business.

Absenteeism will not be tolerated. Missing work without a good reason reflects poorly on the Agency. Employees with excessive absences will be terminated.

Tardiness also reflects poorly on the Agency. Employees with an excessive number of tardy days will experience possible discipline including termination.

Responsibilities

The Transit Director and supervisors are responsible for ensuring that all employees follow this policy.