

Absences and Tardiness

All employees are expected to be at their workstation at their normal start time. If it is necessary that you be late or absent for work, you must call your direct supervisor immediately and advise of your situation.

If there is no answer, leave a voice mail and a phone number where you can be reached. Absenteeism and tardiness, including early outs, will not be tolerated and will result in immediate action, up to and including termination.