



Employee Absence

PURPOSE: Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. An employee who is absent for any reason, without prior authorization must inform the Library Manager as soon as possible.
2. An employee absent three (3) working days or more due to illness may be required to provide a medical certificate.

GUIDELINES:

1. Employees absences must be recorded on their timesheet.
2. All absence related illness should be reported as soon as possible.
3. Employee will present medical note upon return to work if medical attention is sought for a condition and/or injury that may affect job performance.

Date of Approval: January 2, 2001

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