



JCS-Inc. Policies

## 8002.1 Absenteeism and Tardiness Policy

**Effective Date: September 8, 2017**

**Approved by: Board of Directors**

### **Policy:**

It is the Board's policy that employees are to be at their workstation and ready to work at the beginning of their assigned shift. Absenteeism and tardiness place an unreasonable burden on Julian Charter School, Inc (JCS). Employees have an obligation to minimize conditions which would cause unacceptable absenteeism or tardiness.

Original Policy 02/27/01

Revised Policy 03/09/07

Revised Policy 09/08/17