

GBR Work Schedule

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Personnel must be at their assigned area during each duty day. Any employee who finds it necessary to leave during the scheduled work day shall first secure approval from the supervisor.

Work Schedules

Work schedules for other employees shall be defined by the executive director consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in service center policy. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Approved: SCKESC Board of Directors – 3/3/2010