

Exempt Employee Attendance Policy

701.3

It is the policy of the Agency that all Exempt Employees take leave from the Agency provided Bona fide leave banks for annual and sick leave according to the following conditions:

- 1.) Exempt Employee Full Day Sick Absence – exempt employees will be required to take a full day (7.5 Hours) when absent from the job for a full day of sick leave.
- 2.) Exempt Employee Full Day Annual Absence – exempt employee will be required to take a full day (7.5 Hours) when absent from the job for a full day for annual or personal leave.
- 3.) Partial Day absences will be subject to their direct supervisor's approval.

NOTE:

All employees must have leave request approved according to Agency leave request approval policies in the Personnel Policy & Procedures Manual whether Exempt or Non-Exempt.

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