

## **602 Absence Reporting Policy**

### Notification of Non-Emergency Absences

All employees are required to complete the Absence Request & Approval Form and submit it to the Highway Superintendent or his Deputy, or the Town Supervisor or her Deputy a minimum of (2) two business days in advance if they intend to utilize any of the above benefits for a non-emergency absence, including early arrival and/or late departure.

Any non-emergency absence where an Absence Request & Approval Form is not completed and accepted per this policy, will be treated as an unpaid unexcused absence as all Allowed Absences are subject to review and approval.

### Notification of Emergency Absences

All employees are required to notify the Highway Superintendent or his Deputy, or the Town Supervisor or her Deputy as soon as practical if they intend to utilize any of the above benefits for emergency absence. The employee will be required to complete the Absence Request & Approval Form upon their return to work for record keeping purposes.

### Absent Without Notice

In the event an employee is absent for three or more days without proper notification to the Town, as described in Section 602, it will be assumed that the employee has voluntarily abandoned their position with the Town and thereby will be subject to immediate termination of employment.