



TOWN OF MILLIS

ATTENDANCE POLICY STATEMENT

Good attendance is an essential function of every Town employee's job and excessive absenteeism will not be tolerated. Since good attendance is required of every employee, patterns of attendance abuse, such as frequent absences on Fridays and/or Mondays, will be scrutinized closely and if improper use is found, employees will be subject to progressive discipline up to and including termination. Further, if an employee exhausts all of his/her accrued leave and has not been granted by the Town additional leave for an essential and lawful purpose as determined by the Town, he or she will be considered to be on unauthorized leave and will be subject to discipline up to and including termination.

(Located on page 58 of the Town of Millis Personnel Plan)