

### *Absenteeism*

Employees who are unable to report for duty as scheduled are required to promptly notify their supervisor of their absence and the reason for such absence in accordance with the notification procedures in place for that workplace.

Prior approval is required for the discharge of vacation, personal and pay reduction leave. Except in the case of illness, injury or emergency circumstances, no employee is authorized to be absent without prior approval/authorization from their immediate supervisor.

Excessive unauthorized absences are just cause for the issuance of disciplinary action.

