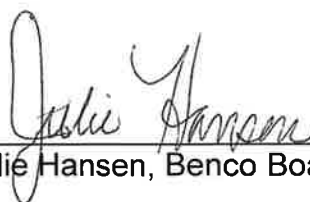


**BENCO
Personnel Manual**

ATTENDANCE

Punctuality and regular attendance are essential to the proper operation of this organization. If an employee is unable to report to work or report to work on time for any reason, the employee must notify their supervisor and/or the pager cell phone. It is not acceptable to speak to a co-worker or leave a message at the program or on the pager cell phone the employee must speak to the supervisor or pager cell phone employee over the phone or in person. The employee must call with as much advance notice as possible, at least 4 hours prior to the shift starting if possible. In most cases the employee will be expected to call around and try to find their own coverage. Failure to call in prior to their scheduled starting time will result in disciplinary action up to and including termination.

Employees must keep their supervisor informed at least once a week of their status when the employee is off work for 3 days for more because of illness, injury or leave of absence. Failure to inform a supervisor of their status will result in disciplinary action up to and including termination.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22