

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: Attendance & Punctuality  
Effective: August 20, 2004  
Reviewed: October 2009, December 2012  
Revision: 2  
Pages: 1

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### I. PURPOSE:

To provide guidelines on absenteeism and punctuality to EMS employees.

### II. GUIDELINES:

- Attendance
  - In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, missing work three times in a six month period is excessive time missed from work for whatever reason, except as noted below; regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave or Annual Leave, all which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard.
- Punctuality
  - Employees are expected to report to work on time and be ready to work at the beginning of their assigned start time. They are also expected to remain at their work area until the end of their assigned work time. If an employee needs to leave an assigned area for any reason they must first get permission from a supervisor.
  - Two incidents of tardiness in a 6 month period will be considered a tardiness problem. Other factors like the degree of lateness and the reason may be considered. Lateness will not be tolerated and will result in disciplinary action up to and including termination.
  - If an employee is going to be unavoidably late they must notify the on duty System Controller and request them to notify the Shift Supervisor immediately.
  - An employee reporting late for work may be denied the privilege of working that day and will not be permitted to supplement their pay with annual leave.