

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

SUBJECT: ATTENDANCE AT WORK

To maintain the proper level of service to the public, it is extremely important that all employees in the Department of Public Works maintain regular and punctual attendance. The Board of Public Works expects every employee to come to work, on time, on their scheduled workdays.

The Board considers sick leave a form of insurance to forestall hardship when employee illness occurs, and that it will serve this purpose only if properly used and controlled. The Board expects supervisors to diligently monitor the use of sick leave and its effect on overall attendance in their individual work units. A supervisor can require, if he or she believes it is necessary, a doctor's approval for any absence due to illness for any amount of time taken.

Absence without leave (AWOL) will not be tolerated, and the use of emergency vacation is to be approved only for real and legitimate emergencies.

It is expected that all employees will cooperate to reduce absenteeism; however, employees with records of extensive absenteeism will be dealt with firmly by their Bureau management.

The Board hereby instructs the Director of the Office of Management Employee Services (OMES), together with the Bureau Directors and Office Managers, to continue to promote the Department's comprehensive Attendance Improvement Program.