

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: LLR 001
Procedure Title: ATTENDANCE/PUNCTUALITY/SICK LEAVE
Originating Unit: Academic Success
Maintenance Unit: Library

ATTENDANCE/PUNCTUALITY/SICK LEAVE

If you are going to be late for work or absent from work, please let the library director or the administrative assistant know **before your shift begins**. You can call or email. See district policies below.

Library director
office -
email –

Administrative Assistant
office - 486-4578
email - eaquilar41@alamo.edu>

Reference desk
486-4513
nvc-library@alamo.edu

Circulation Desk
486-4500

Computer Desk Supervisor
486-4574
email – mraso@alamo.edu

If an employee needs to leave early, they must let their immediate supervisor know as soon as possible. During the nightshift, employees needing to leave early must let the librarian on duty know and also their immediate supervisor.

From District Policy D.4.4 Attendance and Punctuality

Regular and punctual attendance is essential to the efficient and orderly operations of the College District and to the students we serve. Each employee shall report to work as scheduled. Employees are expected to report to work on time and to complete their assigned work schedule. Failure to do so may result in disciplinary action, up to and including termination.

From District Policy- 5.3.1 Sick Leave

Employees who are unable to report to work due to illness or injury shall notify their immediate supervisors **within one hour of the start of their regularly scheduled workday** unless they cannot due to circumstances beyond their control. Lack of a telephone is not a valid reason for

failure to report an absence. Absent employees shall also contact their supervisors on each additional day of absence.

Contact for Interpretation: Library Director

Relevant Board Policy: D 4.4 Attendance and Punctuality and D 5.3.1 Sick leave

Relevant SACSCOC Principle: 3.8.1; 3.8.2

Last Updated: _____

Approved: _____

Vice President for Academic Success