

### TARDINESS

1. All employees are expected to report to work on time and to give a full day of work for a full day of pay.
2. Any employee reporting to work five minutes or more after the scheduled starting time is considered tardy.
3. An employee will be required to make up the time on the same day or receive a salary deduction for time lost because of tardiness as follows:
  - a. Less than fifteen minutes in any one day - no salary deduction or time made up.
  - b. Fifteen minutes or more in any one day - salary deduction starting from the beginning of time missed in units of half hours or time made up.
  - c. In lieu of a salary deduction or time made up, the employee may elect to use earned vacation leave.
4. Any employee who expects to be tardy should advise his/her supervisor before the work period begins, but no later than one-half hour after the work period has begun.
5. Tardiness is subject to disciplinary action. Any employee who is found to be excessively and/or continuously tardy will be subject to disciplinary action up to, and including, dismissal.