

ATTENDANCE

Regular attendance is expected of every employee! It is the employee's responsibility to be on time each day, fully able and ready to work. Excessive absenteeism ~~and/or excessive tardiness~~ will lead to discipline, and discharge. Excessive is defined as five (5) absences ~~or six (6) times~~ ~~tardy~~ within a 12-month period without proper notice. Employees who do not comply with the rule on absenteeism ~~and tardiness~~ will be issued a final warning after the fourth absence ~~or after the fifth tardiness~~. An employee *who doesn't give notice* may be terminated for the fifth absence ~~or sixth tardiness without proper notice~~. If an employee must be absent or late, the employee shall notify WVLS as early as possible, but no later than ~~your~~ *their* starting time that day. ~~For notification purposes, WVLS requires our employees to call in and leave a voice mail message at WVLS's published number (715-261-7250). The employee must state their name and the reason for the absence or tardiness.~~ Employees ~~who are~~ absent for two (2) consecutive days without prior notice will be considered to have resigned from their position.

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