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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Attendance**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

It is the expectation that personnel will be at their position when assigned or are signed in to attend.

**Purpose:**

Attending work when scheduled is an essential job function of every job and an essential requirement of every position.

**Procedure:**

Consistent attendance and punctuality are very important to the success of our organization in providing services to our customers. Without your presence at work, on a regular and consistent basis, we cannot achieve our job. In addition your punctual attendance is essential to provide those who need our service, the kind of quality service they have come to know and expect.

Should you not be able to report to work, please follow the following guideline:

* If you need to make arrangements for a late arrival or early departure for such things as a scheduled doctor’s appointment or personal appointment, please discuss with your supervisor in advance to assure proper staffing is maintained. Every effort will be made to accommodate your request, however an adequate level of service must be maintained.
* If you are unable to discuss an absence from work in advance with your supervisor, it is your personal responsibility to notify your supervisor directly within the first fifteen (15) minutes of work. If your supervisor is unavailable, notify either the highest ranking person or human resources. If you fail to notify appropriately, your absence will be deemed unexcused. If you do not report to work for \_\_\_\_ consecutive days without notice, you will be considered to have voluntarily abandoned your job.

The organization has determined that excessive absenteeism occurs \_\_\_\_\_\_\_\_\_\_\_. Excessive tardiness occurs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The reasons for an absence or tardiness, whether excused or not, the duration and the number of absences and/or times tardy are all considered in determining whether your attendance record is satisfactory.

Should the need arise, the organization has \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (short term disability, long term disability, counseling, family leave, medical leave, etc.) services/programs available to assist you.