

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** Click here to enter text.

**Policy Title:** TARDINESS POLICY

**Policy Statement:** Garden City Community College expects that every employee will be punctual in attendance. This means being ready to work at their starting time each day. Absenteeism and tardiness places a burden on others.

**Procedures:** It is understood that on occasion, an employee will be unable to report to work on time due to emergency, illness or accident. If an employee is unable to report to work they are expected to notify their supervisor within 15 minutes prior to their start time. Excessive tardiness is not acceptable. Supervisors should contact the Human Resources Office to determine the appropriate action.

**Contacts:** Director of Human Resources

**Approved Date:** 8/1/2013

**Policy History:** [v1: 10/28/2013](#) [v2: 11/15/2013](#) [v3: 11/18/2013](#) [v4: 12/23/2013](#)

**Keywords:** Tardiness, Late

**Related Form:** Click here to enter text.