

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: UNAUTHORIZED ABSENCE

Policy Statement: Employees who are absent from work without prior or subsequent authorization notice will have pay deducted in half day increments for hourly employees or full-day increments for salaried employees.

Procedures: [Click here to enter text.](#)

Contacts: Director of Human Resources

Approved Date: 1/28/2014

Policy History: [Click here to enter text.](#)

Keywords: absence

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