

County of Elgin

Section: **2**

Human Resources Policy Manual

Subject: **Lateness**

Code - **A**

Policy Number: **2.30**

Date Approved: **Oct. 1/87**

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Date Last Revision:

- (a) It is the obligation of all employees to come to work on time. Repeated lateness will result in disciplinary action being taken including docking of pay. Continued and severe cases of lateness will result in termination.

- (b) Employees who will be more than ten (10) minutes late must report this fact to their supervisor before their regular starting time, unless circumstances are such that reporting is not possible.