

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

700 TIME OFF

701 ATTENDANCE AND PUNCTUALITY POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to require good attendance and punctuality on the part of its employees. Authorized absences must be pre-approved by the employees' supervisor. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action up to and including termination.

701 ATTENDANCE AND PUNCTUALITY POLICY

Policy Origin Date:

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