

Stark County Board of Developmental Disabilities

Transportation Procedure 011 Reporting off Work	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Subject: Reporting Off Work

Each employee shall report to his/her immediate Supervisor or other designated person(s) by contacting the Transportation Department at 330-484-6451 for Bus Garage employees and 330-412-2525 for Supported Employment employees when unable to report to work due to personal illness or incapacitating injury or illness, incapacitating injury or death in the employee's immediate family. Any absence must be reported to the employee's Immediate Supervisor, or other designated person(s), at least 1/2 to one hour when possible prior to the employee's scheduled starting time on the day of such illness or injury leave. This is in order to allow the employer adequate time to arrange for substitute help. This procedure shall be followed on each day of any absence due to illness or incapacitating injury - unless the employee and his/her immediate Supervisor, or other designated person(s) makes other arrangements.

Ref: Board Policy 4.15 Attendance, Tardiness, and Sick Leave