



Division Guideline # 45

Date: June 22, 2015

Title: Tardiness

Application: All state employees of the Department of Mental Health, Division of Developmental Disabilities Regional Offices

Purpose: To define tardiness and the procedure to communicate expectations to employees.

1. Every employee should report to work on time and be fully prepared every day that the employee is scheduled to work.
2. Tardiness is reporting to work and /or from breaks after the employee's scheduled arrival time.
3. Supervisors may approve use of annual or compensatory leave when an employee is tardy; may approve an adjustment of the employee's work schedule for that day; or may require that the tardy time be considered absence without leave and pay.
4. Tardiness is subject to progressive disciplinary action.

This guideline will be reviewed and updated annually, if needed.