

## **3-01/040.00 Employee Absences**

Employees shall notify their unit of assignment as far as possible in advance of any absence, but at least two hours prior to the scheduled reporting time, and shall provide the following information:

- Reason for absence,
- Type of absence to be credited,
- Expected length of illness/absence,
- Telephone number where employee can be reached.

Employee shall notify their unit of assignment regarding their inability to return to duty at least two hours prior to the scheduled reporting time.

If an emergency prohibits such notifications within the prescribed time frame, employees shall make such notifications as soon as possible thereafter.

Unit commanders may expand upon these procedures at their discretion.

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