

Policy: AD-03-06

Policy Title: Work Absence Reporting Policy

Policy Purpose: Set procedures for the reporting of work absences

Implementation Date: 11/18/2003

Revision Date: 01/29/2009

**CITY OF WESTFIELD
PUBLIC WORKS DEPARTMENT
WORK ABSENCE REPORTING POLICY**

This policy will set forth guidelines regarding how associates within the department shall properly notify the department of a work absence request.

All requirements for proper notification are written in the City Personnel Policies, Procedures, and Benefits Manual. Those written procedures shall be followed as your guide for proper notification. As a supplement to the manual, the following procedures should be adhered to specifically. The below individuals will qualify as authorized personnel to notify for a work absence request.

All associates within the Westfield Public Works Department need to call one of the following:

Office Manager - Sherry Goins

Director of First Impressions - Sharon Kingery

These individuals have been designated in order to make the reporting less confusing and easier. These individuals will be charged with notifying your immediate supervisor immediately of your absence.

When reporting a work absence, all associates must call the general office number (804-3100) and leave a message (using the directory) for the Office Manager or the Director of First Impressions regarding the nature of the absence or call directly to (804-3101) and leave a message with the Director of First Impressions. This notification shall take place prior to your regularly scheduled start time. Any notification made past your regularly scheduled start time shall be treated as if it were not reported.



Kurt J. Wanninger, Director
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