

# Rural Municipality of Craik No. 222 Policy

Policy # 2024-02

Policy Title: Absent Days

**Policy Objective:**

The purpose of this policy is to provide an outline for employee absent days.

**Authority:** (Bylaw # or Resolution date/#)

Council Resolution: 2024-010

**Policy:**

This policy applies to all employees of the municipality. All employees are expected to contact their immediate supervisor as soon as possible indicating the reason for absence. All absences will then be documented by the Administrator; including the Administrator's absences.

Any employee that fails to report an absence, and is away from work for three (3) or more consecutive days without contacting their supervisor may be subject to disciplinary action up to and including job termination for job abandonment.

The following list provides reasons for absent day(s):

1. Vacation Day(s)
2. Off-site Training
3. Other – provide detail

Upon request, the Administrator may present the documented absences to Council.



Reeve

Administrator