

Attendance Policy

The Town of Randolph employees are expected to be to work on time and on a regular basis. When employees are unnecessarily absent or late it is expensive, disruptive, and places a burden on fellow employees, supervisors, and the Town of Randolph. Should you be unable to work because of illness or personal emergency, you must notify your supervisor each day of your absence unless you are granted an authorized leave of absence. Unexcused absence and tardiness may result in disciplinary action, including suspension and termination.

Definition of Terms:

1. **Arranged Absence (approved leave):** When an employee receives permission from the supervisor to take time off. Reasons for arranged absence include attending a funeral/wedding of a close relative, medical and dental care, religious observance, military duty, and important business that can only be conducted during working hours.
2. **Excused Absence:** An absence recognized as valid by the Town of Randolph. The employee could not anticipate the need for time off, but notifies the supervisor as soon as possible by phone. Reasons generally considered but not limited to personal illness, death in the family, illness in the family, natural disasters, and accidents.
3. **Unexcused Absence:** An absence that, for any reason, is not considered valid by the Town of Randolph.