

7) TIME CARDS, TIME KEEPING, AND ATTENDANCE

- A. Each employee's time records shall be recorded daily unless prevented by reason of absenteeism. Time in and out shall also be recorded each day as a basis for calculating inconvenience pay. **Timekeeping shall be entered and edited by the employee prior to supervisor approval. Employees found to be continually or maliciously entering their time incorrectly may be subject to discipline as outlined in Section 29: Discipline and Discharge.**
- B. Closing shifts may end fifteen minutes after the Library closes to the public.
- C. Employees must report unscheduled absence or tardiness as early as possible by contacting the Business Office or the equivalent designated by the Library ~~by phone at 607-275-1570~~ and giving the following information
- Name
  - Length of time expected to be absent

Absences and tardies submitted to the Business Office shall be debited from the employee's sick time balance or other balances as appropriate under Article 16.

- D. Employees are not entitled to leave in excess of their benefit time, statutory leave, or unpaid leave **unless** authorized **at** the discretion of management ~~as set forth expressly herein. Benefit time deficits may be cause for disciplinary action. Benefit time deficits or other related issues during the probationary period may result in termination.~~