

## **SECTION 5.5**

### **CONDITIONS OF EMPLOYMENT**

“Conditions of Employment” are those conditions, other than performance, that are critical and that employees must adhere to, including but not limited to, regular and predictable attendance, getting to work on-time and attitude (not directly related to performance but having an impact on workplace conditions and relationships etc.).

All tardiness and absences are considered attendance infractions, except those that occur for the following reasons:

- Authorized vacation;
- Death in the immediate family;
- Approved family illness;
- Approved Leave of Absence;
- Jury Duty;
- Military Duty.

**Note:** See attached sample departmental guidelines for absences.