

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

ATTENDANCE AND PUNCTUALITY

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| POLICY NO. | 5.1 | EFFECTIVE: | 01/02/2024 |
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- A. To maintain a safe and productive work environment, the County expects employees to be reliable and to be punctual in reporting for scheduled work. Employees are responsible for learning the specific reporting requirements for their department and work unit from their Department head or County Administrator.
- B. Poor attendance and excessive tardiness may lead to disciplinary action up to and including dismissal.