



HR – Absence Without Leave
City of Crystal Lake Administrative Directive

PURPOSE:

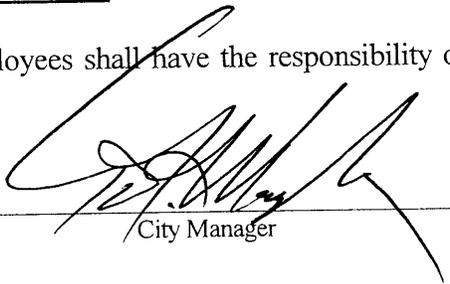
This directive outlines the City's expectations regarding absences without leave. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

PROCEDURE:

The absence of an employee from duty, including any absence for a single day or part of a day, without notification and authorization shall be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to discipline, up to and including discharge. Any employee who is absent without leave for three (3) consecutive work days (or in the case of the Fire Rescue Department, two (2) consecutive work shifts) shall be deemed to have resigned.

RESPONSIBILITY:

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: 
City Manager

Original Effective Date: 4/10/2007
Revised: 4/27/2010
Next Review: 5/1/2012