

ATTENDANCE POLICY

Management employees shall each maintain a "Time and Accrual Record," noting the time worked and explanation/deduction for absences which shall be approved by the Executive Director. The Executive Director's timecard shall be approved by the Chief Financial Officer. The standard workday shall be eight hours, excluding the noon lunch period, with a five-day workweek also standard.

Accruals will be recorded for work beyond the standard eight-hour day; however, no payment will be made for such accrual. Management employees may be required to work over the regular eight-hour day to meet workload and schedule demands. The Executive Director is authorized to handle unusual circumstances, e.g. travel status, attendance at evening meetings, weekend work, etc., and make adjustment to the standard workday or workweek, recognizing the time contribution.