

Facilities Management

TIME & ATTENDANCE EXCEPTION FORM

**“Tardiness of
Less than 60 Mins”**

**“Unscheduled Absence of
60 Mins or Greater”**

1st Instance _____
(date)

1st Instance _____
(date)

2nd Instance _____
(date)

2nd Instance _____
(date)

3rd Instance _____
(date)

3rd Instance _____
(date)

It is recognized that from time to time events occur which could result in occasional tardiness or an unscheduled absence. Therefore on an infrequent basis only, an employee’s tardiness/unscheduled absence will be excused on a calendar year basis as follows:

- (3 maximum per calendar year) Tardiness of Less than 60 Mins
- (3 maximum per calendar year) Unscheduled absence of 60 minutes or greater

Employees will be permitted to use their “Unscheduled absence of sixty (60) minutes or greater” exception for “Tardiness of less than sixty (60) minutes”, if they so desire.

Please ensure the employee indicates the type of leave used to cover the period of tardiness/absence:

_____ Annual Leave	_____ Personal Leave	_____ Comp Leave
#of hrs/min	#of hrs/min	# of hrs/min

Comment: _____

Please Print Employee Name: _____

Employee’s Signature

Date

Please Print Supervisor Name: _____

Supervisor’s Signature

Date