

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**  
**Subpart: I-Human Resources Management**  
**Section: 1302.90 Personnel Policies**  
**Subject: Staff Attendance**

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**Policy:**

Since attendance is key to the success of the Head Start/Early Head Start program it is important that staff members have good attendance.

**Procedure:**

1. Staff who will be absent will notify their immediate supervisor as soon as possible but not less than within one hour of scheduled work time.
2. If a staff member is absent more than three consecutive days, a doctor's excuse is required.
3. If a staff member is absent more than three days in a month without just cause, a corrective action will be written.
4. Leave without pay will only be granted by their immediate supervisor under the following guidelines if no other leave is available to the staff.
  1. Illness
  2. Death in immediate family
  3. Family emergency – legitimacy to be determined by the site manager.