4B. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized Morrow County business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via email or phone no later than 30 minutes before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

It is the policy of Morrow County to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his/her employment anniversary date. All full-time employees shall accrue vacation time with pay at the following rates (up to maximum accrual).

Years of Service	Hours earned per year
0 –4	96 hours
5 – 9	112 hours
10 – 14	128 hours
15 – 19	144 hours
20 +	160 hours

Years of service are determined from the anniversary date of hire. Vacation time may not be taken until it is earned. Earned vacation time may be used for sick leave if necessary. Part-time employees will be pro-rated based on scheduled work.

Probation: New hire probationary employees shall not be eligible for vacation leave for the first month of employment, although vacation leave shall accrue

from the beginning of employment. Variances to this policy through special circumstances may be requested to the County Administrator.

Maximum Accrual: Vacation leave can accrue from year to year to a maximum amount of 256 hours. Specifically, once an employee has accumulated 256 hours, no additional vacation time shall be credited to the employee's account until he or she has taken vacation. However, if the employee has not been able to take vacation due to operational conditions, the County may provide the employee with a written waiver to the above restriction for a period of time, normally not to exceed one month, while such conditions remain in effect.

Scheduling: Vacation must be scheduled with one's supervisor at least one week in advance of the date(s) the employee wishes to take as vacation. Department Heads shall schedule vacations for their respective employees with due consideration for the desires of the employees and the work requirements of the department. Vacation schedules may be amended to allow departments to meet emergency situations.

Separation: Upon separation from service (resignation, retirement or discharge) of a regular employee who has completed at least 6 months of employment, compensation for accumulated vacation up to 256 hours will be paid to the employee. Upon death of an employee, compensation for all accrued vacation will be paid to the employee's heirs.