

## TARDINESS

**A. Employees' Responsibility:** All employees are responsible for reporting to work promptly at the beginning of their assigned work shifts. Employees must make every reasonable effort to be at their assigned areas and ready for work at their specified start time. If an employee is unable to report at the beginning of his or her scheduled start time, he or she must notify his or her supervisor as soon as possible via telephone, text, email, or in person upon arrival to their work location.

**B. Excused Tardiness:** An employee's supervisor may excuse, without charge to annual leave, infrequent or unavoidable absence from duty of less than one (1) hour, including tardiness, if the absence is the result of circumstances beyond the control of the employee. If leave is charged, it will be in increments of fifteen (15) minutes. Unavoidable absence or tardiness of one (1) hour or more will be charged to annual leave, except as provided in Section D below.

**C. Supervisor Responsibility:** Immediate supervisors are responsible, on a case-by-case basis, for addressing the tardiness of employees, who they supervise in accordance with this CBA, applicable Agency policies, laws and regulations, including those regulations and policies prohibiting discrimination.

**D. Excusal:** Subject to supervisory discretion, tardiness may be handled in one of the following manners:

1. The supervisor may allow the employee to compensate for the absence by additional work of an equivalent period, if the tardiness is a rare occasion for the employee and when such work is available; or
2. The absence may be charged against any compensatory time to employee's credit; or
3. The supervisor may approve the employee's request for the use of sick leave, if applicable, or Leave Without Pay (LWOP) for the period of absence; or
4. The employee's supervisor may decline to excuse the tardiness and charge the employee with Absent Without Leave (AWOL).
5. Tardiness where the excuse of the employee is not acceptable to the supervisor, the period of tardiness may be treated as AWOL and appropriate disciplinary action may be taken.

Agreed: Agency: GD Union: AFU  
Date: 27 DEC 16