



Dependability is an essential requirement to the efficient operation of KDADS. When employees are tardy or absent, schedules, work performance, and customer service fall behind. It is the employee's responsibility to manage their individual leave to ensure leave without pay is not necessary.

Employees are expected to report to workstation/location on time as scheduled and shall remain at work until the end of the scheduled work day/shift. Employees must follow the facility's guidelines in reporting absences. Guidelines in reporting absences will be defined and posted on official bulletin boards along with this policy. If the absences continue or there is suspicion of leave abuse, the supervisor must consult with Human Resources. Contacting Human Resources is the supervisor's responsibility. Unexcused absences, continued periodic absences, or tardiness could result in disciplinary action. For more information about dependability, refer to the State of Kansas Performance Review Form or Human Resources.

*Reference: 3.6 Disciplinary Action; 3.8 Employee Conduct; 10.2 Standard Work Week*