



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Notification of Absence

**Revised Date: December 16, 2013**

Regular attendance is important to the overall operation of the County. If for any reason an employee is unable to report for work, notification shall be made by the employee to the employee's immediate supervisor at the earliest time possible and in compliance with the notice requirements below. Based on prior timely notification, the Elected Official/Department Head shall determine an employee's eligibility to receive paid leave. Pursuant to the demotions/suspensions/dismissal policy, an employee who is not on authorized leave and who fails to report to work for three (3) days shall be deemed to have resigned and shall be removed from the payroll. If the employee is physically unable to report the absence to his supervisor, the employee shall make the best possible effort to have some other person report the absence to the supervisor at the earliest time. If a person other than the employee reports the absence to the supervisor, when the employee returns to work, the employee will provide the supervisor with documentary evidence showing good cause for the employee's inability to personally notify the supervisor.