

**Sussex County  
Community College  
Policy No.: 200.16  
Area: Human Resources  
Adopted: April 26, 2016**

**200.16 Attendance Reporting Policy**

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**PURPOSE OF POLICY**

To record time worked for payroll calculation, benefit accrual, and related business purposes.

**GENERAL STATEMENT OF ATTENDANCE REPORTING POLICY**

Attendance records are maintained on all employees of Sussex County Community College (“College”).