

**Sussex County Community College**  
**Policy No.: 200.15**  
**Area: Human Resources**  
**Adopted: April 26, 2016**

**200.15 Attendance Policy**

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**PURPOSE OF THE POLICY**

The purpose of this policy is to maintain the effective, efficient and uninterrupted operation of Sussex County Community College (“College”).

**GENERAL STATEMENT OF ATTENDANCE POLICY**

Regular and prompt attendance is required of all employees to insure that the College is able to properly serve the student population. When an employee cannot avoid being absent or tardy, it is the employee’s responsibility to notify his/her supervisor in a timely manner.