

## **SOP #19 - ABSENCE FROM WORK STATION**

When an employee leaves his or her work station, regardless of the reason, the employee should ask his or her supervisor for permission. Otherwise, the employee's absence will be considered an unauthorized absence, and appropriate disciplinary action will be taken.

This policy is necessary so that supervisors can be kept aware of where employees are at all times during the regular working hours, and to ensure that all scheduled work is accomplished in a timely manner.

This policy is not applicable during normally scheduled breaks and lunch periods. Any exceptions to this standard operating procedure must be approved in advance by an employee's supervisor.