



CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES

[Signature]
CITY MANAGER'S AUTHORIZATION

SECTION
EMPLOYMENT

SUBJECT ACCOUNTABILITY OF SHORT ABSENCES FROM WORK FOR
FLSA EXEMPT MANAGEMENT

DATE
6/19/91

NUMBER

PURPOSE

The purpose of this administrative policy is to clarify and restate formally, guidelines pertaining to the accountability of short absences from work — absences of less than one workday — on the part of the City's unrepresented (EM & MM) and represented (RM) management personnel.

POLICY STATEMENT

"It is the policy of the City of Santa Ana that short absences from work, absences of less than one workday, on the part of the City's unrepresented and represented management personnel, shall under no circumstances be treated as an absence without pay."

INFORMATIONAL GUIDELINE

Appointing authorities are directed to use other methods of control to ensure attendance and performance if problems occur by reason of this policy.