


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		Directive # 2.1.11	
	Work Attendance		Page 1 of 1	
	Volume:	Chapter:	Section:	
	2	1	11	
Approved By:		Date Issued:	Revision Date:	
Fire Chief Robertson		10/12/10		
Attachments:	Resources/Cross Reference:			
Purpose: Establish the procedure for work attendance.				

**Procedure:**

- A. Employees shall be in attendance at their work in accordance with the provisions contained in Labor Agreement regarding hours of work, holidays and leaves. Company Officers shall keep daily attendance records of employees which shall be reported to the Duty Chief or Assistant Fire Chief on the shift.
  
- B. Failure on the part of the employee, absent without leave, to return to duty within twenty-four (24) hours of the date of an absence, shall be cause for immediate suspension, unless the employee demonstrates to the Fire Chief that such failure was excusable.