(c) Third offense: Dismissal.

(3) Discussion:

(a) This is defined an as employee leaving the work station without permission, satisfactory explanation or just cause.

j. (1) Absent without approved leave.

(2) Penalty:

(a) First offense: Written reprimand and no pay for the time absent.

(b) Second offense: 3-5 days suspension without pay.

(c) Third offense: 10-20 days suspension without pay.

(d) Fourth offense: Dismissal.

(3) Discussion:

(a) Employees who fail to either report for duty or to notify the supervisor of the absence prior to the normal time to report for duty shall be considered absent without approved leave.

k. (1) Excessive tardiness.

(2) Penalty:

(a) First offense: Verbal warning to written reprimand, depending on the circumstances.

(b) Second offense: Written reprimand to 3-5 days suspension without pay. depending on the circumstances.

(c) Third offense: 5-15 days suspension without pay.

(d) Fourth offense: Dismissal.

(3) Discussion:

(a) This includes a pattern of tardiness which interferes with the operation of the unit such as more than five minutes late in reporting to work, returning from lunch, or returning from other non-work activities.

(b) The first offense is considered when an employee is tardy two times during the same day period; the employee shall be counseled and issued a verbal warning and, if continued, further disciplinary action shall be taken.

l. (1) Abuse of sick leave.

(2) Penalty:

(a) First offense: Written reprimand.

(b) Second offense: 3-5 days suspension without pay.

(c) Third offense: 10-15 days suspension without pay.

(d) suspension without pay. Fourth offense: Dismissal.

(3) Discussion:

(b) Sick leave is considered a selfinsurance, and is not intended to provide employees an extra day off with pay each month. Employees who use sick leave for other than intended purposes shall be subject to disciplinary measures, and abuse may be detected by excessive use, absent on Friday or Monday, absent before or after 3-day weekends, and overall failure to accrue sick leave benefits.