

SEIU Local 99 Executive Board Policy # EBP-_____

SEIU Local 99 Policy – Excused Absence

Except in the case of emergency, an Executive Board Member seeking to be excused for non-attendance, must not only notify the Executive Director or his assistant by phone, but must also follow-up with a fax, e-mail or written letter supporting the excuse no later than the close of the business day preceding the regularly scheduled Executive Board Meeting.

Supporting documentation, such as payroll records, doctors notes, invitations, shall be required. If documentation is not received before the meeting, it shall be included as part of the agenda (Closed Session) at the next regularly scheduled Executive Board Meeting.

Examples of acceptable excuses may be:

- Pre-planned family event(s) (vacations, graduation, etc)
- Illness (Immediate Family)
- Accident and/or Injury
- Direct order from employer to be at work
- Weddings / Funerals
- Other excuses not mentioned above may also be considered

The Executive Board President shall rule on the merits of the documentation. The President's ruling shall be submitted to the Executive Board for acceptance or veto. The Executive Board's decision shall be mailed to the Executive Board Member for his / her information.

Adopted: September 20, 2008

SEIU Local 99 By-Laws:_____