



**UMID/TigerLIFE Policies & Procedures
Employee/Staff Absenteeism and Tardiness
January 2017**

All TigerLIFE employees are expected to arrive for work on their scheduled days, times and locations.

If you are unable to report for work or will be late to work on your scheduled day, time and location, you **MUST** notify your immediate supervisor and then call the TigerLIFE office (901-678-4303) to notify them. **BOTH** your immediate supervisor **AND** the TigerLIFE office must be notified.

Failure to follow the UMID/TigerLIFE Policies and Procedures may result in disciplinary actions.

Approved:

A handwritten signature in black ink that reads 'Maurice Williams'. The signature is written in a cursive style with a horizontal line at the end.

Maurice Williams, Associate Director