**Section 600.622 Work Schedule and Attendance**

a) The Auditor General shall establish and maintain on file a schedule of working hours for the Office.

b) The Office shall maintain daily attendance records.

c) An employee shall, whenever possible, provide advance notice of absence from work. For those positions specified in the Pay Plan, any time away from scheduled work hours that is not specifically authorized, including tardiness and early departure, shall constitute cause for a deduction from pay. Absence of an employee for five (5) consecutive workdays without reporting to the appropriate Director may be cause for discharge. Excessive absenteeism that is not considered a serious health condition under the Family and Medical Leave Act will lead to disciplinary action, up to and including termination.

d) In the event of an emergency shutdown caused by a condition beyond the agency's control, such as equipment failure, fire, flood, snow, tornado or other natural disaster, the agency will notify affected employees. The agency will attempt to reassign affected employees to alternative work locations during the period the facility is shut down. For employees the agency is unable to reassign, time in non-work status as a result of the emergency shut down is with pay. Those employees on approved sick leave or vacation at the time of shut down shall be reported in accordance with the prior approved absence.

(Source: Amended at 33 Ill. Reg. 1704, effective March 10, 2009)