



AGENDA REPORT

New Haven, Michigan

Council Meeting April 14, 2026

MEETING DATE: April 14, 2026

DEPARTMENT: New Business

DATE SUBMITTED: April 7, 2026

PREPARED BY: Sandra Cazel, Office Mgr./Accountant, Marcuz Dilbert, DPW Superintendent,
Daniel Stier, Fire Chief

ITEM TITLE: Attendance Policy

EXECUTIVE SUMMARY:

The Village currently does not have a comprehensive written attendance policy that clearly outlines expectations for employee attendance, call-in procedures, documentation requirements, and the administration of sick leave and other absences. Establishing a formal policy will provide consistency in how attendance issues are managed across departments and ensure that all employees are aware of the standards required for reporting absences and maintaining regular attendance.

The proposed Attendance Policy Outlines procedures for reporting absences, requirements for medical documentation when appropriate, expectations for employees surrounding scheduled workdays and holidays, and supervisory responsibilities for monitoring attendance. The policy is intended to promote accountability, maintain operational efficiency, and ensure fair and consistent application of attendance standards.

Adoption of this policy will provide clear guidance for employees and supervisors, strengthen internal administrative practices, and reduce potential disputes related to attendance expectations.

RECOMMENDED ACTION:

Staff recommends that the Council review and approve the proposed Attendance Policy for implementation.

ADMINISTRATIVE REVIEW: