

MDAD Standard Operating Procedure (SOP)

SOP No. 14-02

Effective Date: November 19, 2013

WRITTEN DIRECTIVE REVOCATION

SUBJECT: MDAD ATTENDANCE POLICY

BACKGROUND:

SOP 14-02 established the Department's policy and procedure to address absenteeism and tardiness of hourly employees within operational divisions, excluding Facilities Management. Departmental Standard Operating Procedure (DSOP) 22-01 was developed to expand on the policy outlined in SOP 14-02 and establish a plan towards reducing infractions of unscheduled sick/annual leave, tardiness, and time clock errors, while ensuring fairness and consistency with the related progressive disciplinary process.

AUTHORIZATION:

SOP 14-02 is hereby revoked and replaced with DSOP 22-01 MDAD Attendance Policy for Operation Divisions (Landside, Terminal, Airside, and Safety and Security). Pursuant to Chapter 25 of the Miami-Dade County Code, the Aviation Director may authorize policy and can therefore, upon proper justification, amend or authorize its revocation.

Revoked Policy: SOP 14-02 Miami-Dade Aviation Department Attendance Policy



Ralph Cutié, Aviation Director

12/22/21

Effective Date of Revocation