



# Attendance Policy

The following policy described the expectations of members in terms of attendance.

## General Attendance Policy

- Being 20+ mins late to a meeting will count as an absence.
- Members are expected to inform their teammates before being absent to any meeting and submit absence notification on MDB Central.
- Members are also expected to stay for the full duration of the meeting unless notified otherwise.

## Old Active Senior Members

This includes Division Leads, Leadership, Senior Devs, Project Managers, etc.

- Must inform the IVP before they are late/absent to any MDB event 24 hours in advance
- Must follow all other Old Active Member policies

## Old Active Members

- Can have no more than 3 absences.
- Must submit an excused absence request on MDB central 24 hours in advance  
Must come to all major MDB events (i.e. Internal Reception, Internal Hackathon, Banquet, App Fair, etc.)
- Must come to each internal hackathon for at least 10 hrs

## New Members

- Can have no more than 2 absences.
- Must submit an excused absence request on MDB central 24 hours in advance
- Must inform their Instructor and NVP of absence, and will be responsible for making up any missed work if the absence takes place during the training program
- Must come to all important MDB events (i.e. Internal Reception, Internal Hackathon, Banquet, App Fair, etc.)
- Must come to each internal hackathon for 10 hrs