

**RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY:
TIME AND ATTENDANCE POLICY**

I. Introduction

- A. This Time and Attendance Policy (the “**Time and Attendance Policy**”) of the Riverhead Industrial Development Agency (the “**Agency**”) is adopted by resolution pursuant to Section 2824(1) of the Public Authorities Law.

II. Operative Policy

- A. The members of the Board of Directors of the Agency (the “**Board**”) shall be available as necessary and required to perform their duties and responsibilities as set forth in the Statement of Board Duties and Responsibilities, originally adopted by resolution May 10, 2010.
- B. The members of the Board shall put forth their best efforts in performing their respective duties and responsibilities.
- C. Members consistently absent shall be asked in writing to resign from the Board of Directors. The Chairman of the Board shall notify the Town Supervisor and Members of the Town Board of such request.