

Note: In *Successful Social Articles into Adulthood for People on the Autism Spectrum*, Siobhan describes how each situation or topic may be viewed by a person with autism and the information she gathers to determine the individualized Article format and content for her son, Mark. For example, in her introduction to punctuality in the workplace, Siobhan notes that being on time is a challenge for many of us. It requires an understanding of an employer's needs and point-of-view, as well as an estimated prediction of relevant travel-time factors and problem-solving. A young adult with autism may experience increased anxiety navigating the crowds, sounds, and unexpected elements in a commute to work. Traditional vocabulary often harbors the potential for misunderstanding. Take the statements associated with punctuality. As Siobhan observes about the phrase 'being on time': "There is nothing 'being' about it - it means *arriving* on time." Complete in less than a page, you'll notice these considerations and others respectfully and patiently addressed in, "What does being on time mean?" For convenience, I have included a second copy of the Article below, minus this introduction, with this Carol's Club project.

### What does being on time mean?

In an apprenticeship or workplace there is usually a fixed time to start and a fixed time to finish work. Arriving at the workplace so that the employee is ready to start work at the starting time may be called 'being on time'. Arriving after the starting time may be called 'being late'.

Usually employers notice and are pleased when an employee is good at being on time to start work. Being on time is also called 'being punctual' and is a good work skill to have. Being on time means that others are not waiting for another person to arrive in order to start their work. Being on time usually helps the workplace work well.

Sometimes this start and finish time is moved to make work happen earlier or later in the day or night. This may be called working 'flexible hours' or 'shifts'. When working flexible hours there will usually still be a time when an employee or apprentice will be expected to start and finish their work.

A workplace usually has a finish time. It is important to remain at work until the

finishing time unless there is an exceptional reason. Exceptional reasons may be one of the following, or maybe something else:

- if the employee becomes unwell and is unable to continue work
- if the employee has an appointment/holiday leave during the working day away from the workplace
- if the employee is asked to leave early by their employer.

Employees are paid to do a set number of hours of work and starting work on time and finishing on time usually means the employer is receiving the amount of work he is paying the employee for. Starting and finishing on time means being fair to the employer.

When leaving before the finish time for any reason it is important to tell the line manager or employer. Telling the line manager allows him to reallocate tasks to other people in the office. This way important work tasks get done.

Being on time helps the workplace work better.