

ATTENDANCE AND PUNCTUALITY POLICY

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

Dependable and prompt attendance is an essential function of every position at the University. The efficiency of the entire work group is impaired if every individual is not present when expected.

Planned absences, such as vacation and other excused absences with or without pay, must be requested and approved in advance by an employee's supervisor. In the case of *unplanned* absences due to illness or other unexpected circumstances, an employee should notify his or her supervisor as soon as possible and, in any event, prior to the regularly scheduled starting time. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return. To minimize interruption of service, departments may establish additional notification procedures.

An employee should also notify his or her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness, an employee should call his or her supervisor as soon as possible. Classified employees who arrive late will not be paid for the time lost as a result of his or her tardiness. Arrangements can be made with the employee's supervisor to make up the lost time provided it is done within the same workweek.

All absences from work including vacation, sick leave, or other excused or unexcused absences must be reported on a weekly timesheet (for classified employees) or an absence report (for professional employees) which are signed by the employee and approved by the supervisor. Supervisors are responsible for assuring that these reports are submitted in a timely fashion and that absences are properly recorded.

Employees who are frequently tardy or absent, who fail to give proper notice of absences, or who do not properly report absences could be subject to disciplinary procedures up to and including termination.

Employees who fail to call or report to work for two consecutive work days will be determined to have resigned and abandoned their position.

Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time, such as the day before or after a holiday, on Mondays and Fridays, after paydays, any one specific day, half-day, or a continued pattern of maintaining zero or near zero leave balances.

Other attendance violations include but are not limited to:

- Failing to get permission for leaving early or coming in late;
- Failing to give advance notice of an absence when possible;
- Failing to report an absence properly;
- Failing to submit medical certification upon request;
- Failing to properly record absences on time sheets or other applicable leave forms.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS