

# TIME AND ATTENDANCE

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

## I. POLICY STATEMENT

Each employee is required to be at work for their scheduled shift on time. We understand the occasional need to be absent from work may occur due to illness, medical appointments, emergencies, etc. Employees that earn temporary disability leave may be permitted to use this time to protect their wages during times of illness. Vacation or personal time may be used for scheduled vacation days or to attend to emergencies that may arise. Excessive absences (as defined by each department) may be subject to corrective counseling, up to and including termination.

Absences authorized by the university or required by applicable laws will be excused and will not be considered in the corrective counseling process. These absences include, but are not limited to, approved leaves of absence, holidays, funeral leave, jury duty, the result of an injury covered by Workers' Compensation and time away from work approved in advance by Management.

If you are going to be absent from work, you are expected to give as much notice as possible. We ask that you let your managers know at least two hours prior to the start of your scheduled shift.

If you are going to be late, you should call at least one hour prior to the start of your scheduled shift.

If you are going to be absent for any reason, you must call and speak with your manager directly and explain that you will be absent from work. If you are not able to contact your manager, you may leave a message and send an email, and call back until you reach the manager or another member of the management team.

Failure to report for work or call in for a period of three consecutive working days will be considered job abandonment and voluntary termination by the employee.

## II. ENTITIES AFFECTED

Staff

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	

Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	