



## HUMAN RESOURCE POLICY & PROCEDURE

Topic: **ATTENDANCE POLICY**

Policy #:

Version: 1.0

Updated Date: September 2007

**Purpose:** To provide guidelines for deans, directors, supervisors and employees which define acceptable attendance expectations. The ability to service our students, faculty and staff requires regular attendance.

**Scope:** All employees (Note: those employees covered under a collective bargaining agreement, please refer to the appropriate contract)

**Policy:** The employee retains the ultimate responsibility for reporting to work on a consistent basis in fulfilling the requirements of his/her job. Employees should:

1. Report to work regularly and punctually.
2. Report any absences or delays in reporting to work, as far in advance as possible, to your manager in accordance with department procedures. Failure to provide notification may be cause for disciplinary action up to and including termination.
3. Submit health care provider's medical certification to the Office of Human Resources in order to return to work after any health related absence of at least three (3) consecutive days. Refer to FMLA policy for absences greater than three (3) consecutive days.

**Absences** - Other than scheduled vacation, approved time off or medical leave, repeated absences may result in disciplinary action up to and including termination.

**Tardiness** - The employee is responsible to notify their manager immediately when he/she knows they will be late arriving to work. In cases where that is not possible, a telephone call shall be made to their manager at the beginning of the work schedule or as soon as possible thereafter. Repeated tardiness may result in disciplinary action up to and including termination.