



HUMAN RESOURCES POLICY MANUAL

Topic: ATTENDANCE POLICY		Policy #: 120.00
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PURPOSE:

There will be times when it will be necessary for employees of the University to be absent from work due to illness or personal reasons. The University supports employee needs in this regard. To that end, the University has developed the following policy for the purpose of defining University expectations in regard to employee attendance, and to provide a mechanism for recording occurrences of employee absence and tardiness.

POLICY:

Employees should follow departmental guidelines in regard to reporting work absence. In general, employees needing to be absent or tardy to work for any reason are responsible for notifying their manager or supervisor as soon as possible upon determining they will be absent from work.

Excessive Absenteeism

Individual departments have the authority to define excessive absenteeism for its employees. Departments should keep records to ensure that the same attendance standard is applied to every employee in the department. . Employees determined to be excessively absent will be subject to the progressive discipline policy. The University's Department of Human Resources should be consulted beforehand when disciplinary action with an employee regarding excessive absenteeism is necessary.