

Effective Date: November 2020
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Policy Owner: Chief Human Resources Officer
Approved by: President
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ATTENDANCE

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. Time recording procedures are in compliance with the Fair Labor Standards Act of 1938.

The core business hours of the University are 8:30 a.m. to 5:00 p.m. Monday through Friday. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flextime).

Employees are required to notify immediate supervisors of absences:

- **Scheduled Absences** – An employee must notify the immediate supervisor to request approval in advance when an absence is expected for a full day or part of a day. This includes all planned absences including scheduled health maintenance or medical procedures and vacations. Departmental notification procedures should be followed.
- **Unscheduled Absences** – When advance notice is not possible (because of sudden illness or emergency), the employee must call the immediate supervisor on the first day of absence. The employee should provide the reason for the absence, the expected return date, and respond to any reasonable questions asked by the supervisor. Departmental call-in procedures should be followed.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

[End]