Attendance, Absenteeism and Tardiness HR 400.1.1:

Purpose

To set forth the standards for reporting to work and the guidelines for recording absences from work at the College.

Applicability

All employees.

Source

The College Policy.

Policy

All employees are expected to report to work regularly and punctually. Tardiness and absenteeism are to be called in prior to the start of the employee’s workday whenever possible, but no later than thirty (30) minutes after the workday has begun. Departments may establish a more stringent reporting process (e.g., caller must talk with the employee’s immediate supervisor), as long it is applied equitably. Failure to provide proper notification could result in the missed time being recorded as an unexcused absence that may carry with it loss of pay or further disciplinary action.²

Attendance records are to be maintained by supervisors for all staff members in their area of responsibility.

The payroll department will track employees’ accrual balances for sick and vacation leaves.

² Unexcused Absences are absences for which sufficient notice has not been given or that have not been pre-approved by the immediate supervisor. Such absences will not be tolerated and disciplinary action, including written warning, suspension without pay, or discharge, may be taken. An employee who is absent for three consecutive days without his/her supervisor’s permission and without reporting the absence will be regarded as having abandoned his/her job and may be terminated immediately without notice.
Excessive absenteeism or tardiness may result in disciplinary action up to and including dismissal.

When required, Request for Leave of Absence forms are to be completed by the employee, properly signed by the employee and the supervisor, and submitted to the Office of Human Resources. The Request for Leave of Absence form is to be used to report both paid and unpaid absences.

**Procedure**

- As much notice as possible should be given when an employee knows that he/she will be absent from work. A Request for Leave of Absence form should be completed and signed by both the employee and the supervisor. The supervisor must check the appropriate box on the form indicating approval or disapproval of the request and submit the request to the Office of Human Resources prior to the absence.

- If the employee is unable to anticipate the absence, then the Request for Leave of Absence form must be completed immediately upon his/her return to work.

- In the event of an absence of three or more consecutive days due to illness, injury or other medical reasons, the College requires the employee to provide a statement from his/her physician verifying the circumstances of the medical condition. The physician’s statement must indicate the days the employee was unable to work and include a release to return to work. Also, the College may require the employee to undergo a physical examination, at the College’s expense, to obtain a certification of fitness or a second opinion before returning to work.

**Revision History**

Last revision completed on 1.1.2008.