



STAFF EMPLOYMENT MANUAL

Title: 6.0 Employee Relations

Chapter: 6.05 Attendance Management

Issuance Status and Effective Date: July 2011

1. General

The University requires the best possible attendance and punctuality of its staff. Staff must be ready to meet the needs of fellow staff, faculty, students and the general public promptly, efficiently and professionally. The responsibility for attendance and punctuality rests with the individual staff member; therefore, attendance management depends upon self-management. Attendance and punctuality are key aspects affecting overall job performance, salary review, promotions, discipline, and decisions on continuing employment.

2. Notification of Absence or Tardiness

Advance notice of a planned absence or tardiness, whenever possible, is required. In cases of sudden illness or emergency, the general rule is that notification be made before the start of the shift, but no later than within one-half hour after the start of the shift. The staff member should contact his/her supervisor directly as soon as possible regarding any absence. Staff are required to provide their supervisors with the general reason for their absences. Supervisors will not ask for personal details that go beyond the need to classify the absence.

An absence of three consecutive working days without notification or failure to report to work on the first working day without approval following any type of leave of absence is considered a voluntary resignation.

3. Medical Certification

Medical certification may be required confirming medical reasons for an absence and subsequent fitness for the work whenever illness or injury is serious enough to cause the staff member to be in a doctor's care, or whenever a pattern of absence due to illness indicates it is prudent to seek medical attention. Such documentation is required before the employee is allowed to return to work as assurance to the University that, among other things, the staff member is fit for the work. Absence for an illness of more than five consecutive working days always requires medical certification (to be presented to HRD) identifying the period of disability and a release to return to work. (See also **5.06, Short-term Disability Insurance.**)

The University reserves the right to request an independent medical exam by a designated health care provider at the expense of the University.

4. Attendance Records

Supervisors are required to keep accurate individual attendance records for staff reporting to them. Staff are expected to cooperate with the maintenance and accuracy of such records in accordance with legal requirements as well as the standards set forth by the Payroll Office.

5. Attendance Record Evaluation

In order to achieve fairness and consistency, the circumstances of each instance of absence is considered before any conclusion is reached. An absence paid under the Personal Days policy does not mean the supervisor approves the absence, nor waives his/her right to take appropriate disciplinary action in connection with the absence.

Each absence is classified into one of the following three types:

- a. **Scheduled absence** occurs when the employee requests, at least three working days in advance, to be excused from work and the supervisor agrees and schedules it. Requests with ample notice to be excused (i.e., a religious observance) will ordinarily be granted as a scheduled absence. **Scheduled absences** are not considered when evaluating attendance records. They are treated the same as vacation, but nonetheless, are recorded.
- b. **Excused absence** occurs when the supervisor excuses the employee because the reason on its face is acceptable and the supervisor has been notified properly. In no case would calling more than one-half hour after the start of the shift be acceptable. Excused absences include:
 - occasional sickness or non work-related accident or injury;
 - personal business needs, medical or dental appointments;
 - sickness or death in the family (See also 5.05, **Bereavement/Funeral Leave**);
 - severe weather conditions;
 - special religious observances; or
 - any absence(s) mutually arranged between the supervisor and the employee.

Excused absences are considered as ordinary events which can, however, accumulate into critical below-average attendance requiring appropriate disciplinary action.

- c. **Unexcused absence** occurs when there has not been proper notification, or when a satisfactory reason for the absence has not been given. **Unexcused absences** are considered serious negative events which may require appropriate disciplinary action, up to and including termination.

6. Other Policies

Other policies which correlate with attendance management are **5.04** – Personal Days, **5.06** – Short-term Disability Insurance, **5.08** – Family and Medical Leave, **5.09** – Unpaid Leaves of Absence, and **6.02** – General Expectations.