

University Enterprises, Inc. Policies and Procedures		Policy No. 615
Section:	Human Resources	
Policy:	Attendance	
Revised Date:	December 11, 1998	

Attendance

I. PURPOSE

To require good attendance habits and avoid excessive or unscheduled absences among employees.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. POLICY

Punctuality and consistent, regular attendance are basic requirements of every UEI job. All employees have a responsibility to maintain a good attendance record. Employees must be present at work when scheduled except for scheduled absences, such as authorized time off for vacation, holidays, or in the event of illness or injury of self or family members. Employees will be subject to discipline for excessive or unscheduled absences, for tardiness, or for leaving early without the supervisor's authorization.

It is understood that there may be rare circumstances that warrant consideration beyond this policy. If this should occur, the department director or project director should consult with the Director, Human Resources or designee, document the circumstances, and bring the matter to the attention of the Executive Director who will make a final determination.

IV. DEFINITIONS

Occasion: Each absence shall be considered one occasion regardless of the number of consecutive days in the absence, e.g. two consecutive days of illness would be considered one occasion. Two weeks of consecutive days off due to illness would also be considered one occasion.

Tardiness and Leaving Early: Reporting late to a shift or leaving prior to the end of a shift.

Scheduled Absence: Scheduled absences are planned absences including disability, vacation, jury duty, military leave, personal leave without pay, or routine doctor appointments for self and family. Bereavement leave is considered a scheduled absence even though notice may be short.

Unscheduled Absence: Unscheduled absences are unplanned absences including sick leave, personal leave, or other unplanned leave.

V. PROCEDURE AND RESPONSIBILITIES

- A. Supervisors should keep accurate records of employee attendance and counsel employees regarding any unacceptable patterns of attendance.
- B. Excessive unscheduled absences constitute unacceptable performance and should be managed by supervisors regardless of the employee's position, accumulated sick leave benefits, or length of service.

C. Notification of Absences:

1. Advance Notice: For an absence to be considered scheduled, employees are required to give advance notice. At a minimum, a notice period of one work day is required. The absence will be considered unscheduled if advance notice is not possible. Notification by phone of the unscheduled absence should be given by the employee directly to his or her supervisor or designee. Leaving a message with the receptionist or another employee is not sufficient.
2. Timing of Notice: Notification calls for unscheduled absences should be made no later than one half hour following the start of the employee's scheduled work time.
3. Employee Must Maintain Contact: An employee is required to maintain contact for any absence beyond one day unless he or she previously provided a doctor's certification covering a specified period.

D. Absence Without Notice: If an employee misses more than two shifts without notice within 12 months, he or she will be dismissed. If the department director approves, the employee may be eligible for reinstatement only if some exceptional circumstances are satisfactorily explained to UEI as to why he or she could not have contacted his or her supervisor. It is the responsibility of the department director to ensure that Human Resources is notified in the event that any employee is absent without notice.

E. Scheduling Absences: An employee who must be absent for medical or dental appointments must notify the supervisor in advance unless it is impossible to do so because of an emergency. If eligible, a non-exempt employee must use accrued sick leave in increments of 1/4 hour to account for the time away from work. All employees are strongly encouraged to schedule such absences as early or late in the work day as practical to minimize workplace disruptions.

F. Excessive Absenteeism: Chronic absenteeism, tardiness or poor attendance may be the basis for disciplinary action up to and including dismissal.

G. Absence Reports: Payroll Services maintains records of employee attendance and will make summary reports available to supervisors as needed for counseling or performance evaluation sessions. Supervisors should also keep attendance records of their employees and review them regularly to identify potential attendance problems.

H. Performance Appraisals: Attendance is an important component of an employee's performance appraisal. Deficiencies should be documented on the employee's performance evaluation.

VI. RELATED POLICIES

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| Policy No. 515 | Sick Leave |
| Policy No. 555 | Extraordinary Leaves of Absence |
| Policy No. 635 | Employee Discipline |
| Policy No. 805 | Employee Separation |