Attendance, Absences, and Personal Emergency

PA/SS 4.1

Revised October 1, 2003

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Attendance

1. Regular attendance is a condition of employment. Attendance problems will be addressed through the corrective action process.

2. Approved absences and any verification of the reason for the absence are subject to the provisions contained in the Time Away from Work section.

B. Reporting absences

1. All employees are personally responsible for reporting absences to their supervisor before they are scheduled to begin the workday.

2. If the absence is due to an emergency, the employee must notify the supervisor as soon as possible of the reason and expected time of return.

   a. If the supervisor cannot be reached, the employee should follow the reporting procedure of the department.

C. Unexcused absences cause for termination

1. Unexcused absences, with or without pay or time off accrual, may be subject to disciplinary action through the corrective action process.

2. Prior to terminating an employee, departments must consult with the campus human resources office.

3. Consecutive absences without proper notification are subject to termination.

   a. Three consecutive working days absent without proper notification may be cause for termination.
b. Five consecutive working days absent without proper notification is cause for termination.

D. Personal emergency

1. Employees may choose to charge time off for personal emergency to any of these categories of unused time: vacation time, paid time off (PTO), income protection time, and/or compensatory time off.

2. The employee must notify the supervisor as soon as possible as to the reason and the expected time of return.

3. The employee may be required to provide documentation on the nature and circumstances of the unexcused or emergency absence.