

Attendance and Punctuality Expectations and Policies

Employees are required to report for work at their scheduled times and places unless they are on a scheduled absence from work or an emergency situation causes an unscheduled absence or tardiness.

This policy establishes the request and approval processes for scheduled absences and the notification requirements for approved unscheduled absences such as Sick Leave.

Scheduled Absences

Planned absences and other excused absences, with or without pay, must be requested in the College's time and attendance system a minimum of 48 hours before the employee's absence.

Unscheduled Absences

Unscheduled absences can be disruptive to the Department and must be kept to an absolute minimum.

In the case of sudden illness or other unexpected circumstances, an employee should notify his/her supervisor immediately. If this is not possible, a family member should notify the supervisor as soon as possible to explain the situation.

Tardiness

If an employee is going to be tardy (late to work), they should notify his/her supervisor as soon as possible but at least before their scheduled start time.

Non-exempt employees who are late will have a pay reduction unless arrangements are made with the supervisor to make up the lost time within the same work week.

Discipline

Employees who are frequently tardy or absent or who fail to follow attendance guidelines for notification are subject to disciplinary procedures up to and including termination.

Reporting Absences

All absences from work including vacation, sick leave, personal days, or other excused or unexcused absences must be reported in the College's Time and Attendance System.

Supervisors are responsible for maintaining complete and accurate employee attendance and tardiness records. Supervisors should ensure absences are reported in a timely and correct manner in APS, using the proper code for payroll purposes.