

Attendance

Attendance is an essential function of every employee's job. An acceptable attendance record is, therefore, an important part of each employee's job performance. Medical appointments and personal business should be scheduled, where possible, so that they do not require an absence from work. It is the responsibility of the employee to notify his/her supervisor in cases of absence or tardiness prior to the start of his/her shift. Misuse of Paid Time Off (PTO) benefits, absenteeism beyond the number of days provided for, and/or excessive tardiness interferes with the overall productivity of a department. Corrective steps will be taken if a staff member abuses benefits or if a staff member has prolonged and/or frequent and regular absences which hinder the fulfillment of his/her responsibilities. These corrective steps may include formal disciplinary action up to and including termination of employment. A decision for termination for such reasons will be made with deference to applicable federal and state laws. If medically related, the University will work within the disability program to ease the burden of any such termination as far as possible.

Absence of three consecutive scheduled work days without proper notification is job abandonment by the employee and considered a voluntary resignation.