



Attendance and Punctuality

The university expects all employees to assume responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the university has established sick leave and long-term disability plans to compensate employees for time lost for medical reasons. In addition, the Family and Medical Leave Act (FMLA) provides for excused absences caused by a qualifying health condition. Please see appropriate sections of the handbook for information regarding these benefits.

Should an employee be unable to work because of illness, he/she must notify his/her supervisor or department supervisor within thirty minutes of the start of each day of absence.

Employees who are frequently absent or tardy and/or are absent without notifying their supervisors may be subject to corrective counseling. Employees who are absent without proper notice for three working days are considered to have abandoned their positions.

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