

<b>Attendance</b>			
Reference Number	Board Approval	Effective Date	Page
5.04	2/2007	3/1/2007	1 of 3

**Purpose:** To ensure consistent treatment of all employees and control non-attendance and tardiness.

**Applies to:** All Staff Employees  
For disciplinary action for Faculty members, see the Faculty Handbook

**Policy:** Employees are expected to be at work ready to conduct business at the scheduled time. Employees who report late or leave early are considered tardy. Employees who miss four (4) or more hours of their scheduled shift are considered absent. Absences and tardiness are both subject to disciplinary procedures.

Time is recorded in quarter (.25) hour increments. Thus, if an employee is ten (10) minutes late, they will be recorded as being one quarter (.25) hour or fifteen (15) minutes late.

**Notification of Supervisor:**

If possible, employees should notify their supervisor at least one (1) day in advance of an expected absence.

If the absence is unexpected, the employee is to personally call their supervisor within one (1) hour of their start time. If their immediate supervisor is not available, they should request to speak to their supervisor's designee or superior. If a phone mail message is left, the employee should leave a message but also contact the supervisor's designee.

Supervisors may request a written doctor's statement (see Form 5.00 Fitness for Duty) to return to work.

**Excessive Tardiness/Absenteeism:**

1. Occurrences of tardiness and/or absenteeism in excess of four (4) during any rolling twelve (12) month period are generally considered excessive and unsatisfactory, even though the reasons for absences and lost work hours may be understandable and unavoidable.
2. Unexcused absences will be considered when completing a performance evaluation report, and when considering the employee for an increase in salary, a promotion, or eligibility for any bonus or incentive programs.

<b>Attendance</b>			
Reference Number	Board Approval	Effective Date	Page
5.04	2/2007	3/1/2007	2 of 3

**Excessive Tardiness/Absenteeism continued:**

3. Absences that qualify under the Family Medical Leave Act are considered excused and will not affect the employee in reference to performance issues (see Policy 4.06 Leave of Absence-Family and Medical).
4. Employees who are absent and do not call in for three (3) consecutive days will be considered to have voluntarily resigned (without notice).

**Definitions:** An absence is defined as not working four (4) or more hours of your scheduled shift.

Tardy is defined as arriving to work **late** or leaving work **early** either during meal periods or at the beginning or end of a shift.

Late means any length of time after ten (10) minutes and up to four (4) hours after the work schedule begins.

Early means any length of time up to four (4) hours before the work schedule ends.

**Occurrences:**

Each instance of an absence or a tardy is considered one (1) occurrence.

All illness, injury or other personal emergency which requires the employee to be out for two or more consecutive days will be counted as one (1) occurrence.

**Medical Statement:**

1. It may be necessary to provide a written doctor's statement to return to work in the following circumstances:  
 Non-work related injury or illness resulting in absence from work.  
 Hospitalization for any reason resulting in absence from work for one (1) or more days.  
 Work related injury resulting in absence from work for one (1) or more days.
2. The doctor's statement should include the nature of the illness or injury and an authorization to return to work (See Form 5.00 Fitness for Duty).
3. Failure to provide the doctor's statement when requested will result in each of the consecutive days of absence being treated as separate absences/occurrences.

<b>Attendance</b>			
Reference Number 5.04	Board Approval 2/2007	Effective Date 3/1/2007	Page 3 of 3

**Disciplinary Action:**

To assist supervisor's in the consistent administration of the attendance policy, the following is a guideline of disciplinary actions. The penalties are only a guideline and variations will occur depending upon the specific situation.

**Penalties**

	Offense #1	Offense #2	Offense #3	Offense #4
Three (3) days absent without notice	Voluntary resignation			
Absences (see Policy 5.13 Disciplinary Action)	Documented Counseling Discussion (2 absences within rolling 12 month period)	Written Warning (3 absences within rolling 12 month period)	Final Written Warning (4 absences within rolling 12 month period)	Dismissal (5 absences within rolling 12 month period)
Tardies	Documented Counseling Discussion (4 tardies within rolling 12 month period)	Written Warning (5 tardies within rolling 12 month period)	Final Written Warning (6 tardies within rolling 12 month period)	Dismissal (7 tardies within rolling 12 month period)