

TIME AND ATTENDANCE

Purpose/Background:

To clearly identify the policy for leave recordkeeping when an employee works less than their appointed hours. The Time and Attendance policy is designed to ensure continuation of department operations while allowing flexibility to accommodate an employee's personal needs whenever possible. This policy is in accordance with the University's leave policy found under Section 3.10 in the Staff Handbook.

Authority:

Approved by the Associate Vice President for Facilities Management in consultation with the Office of Human Resources.

Applicability:

The policy applies to all employees of the Department of Facilities Management.

Timeliness:

This policy shall become effective on **December 1, 2021.**

Definitions:

Scheduled Leave - Leave requested and approved at least 24 hours in advance through the University's time keeping system with sufficient paid time off (PTO) to cover the absence.

Unscheduled Leave - All leave not submitted and approved at least 24 hours in advance through the University's time keeping system.

Tardy- Arriving to work beyond scheduled work time; or, reporting back from a break or meal period later than scheduled.

Leave Without Pay – Absence without PTO to cover the time absent.

No-Call No-Show – Absence without contacting supervisor prior or during scheduled shift. Three consecutive days of "No Call, No Show" will be considered job abandonment and the employee will be terminated from his/her position.

Policy Details:

Leave Requests

Employees will be allowed to schedule leave provided:

- There is sufficient paid time off (PTO) to cover the time requested.
- The operations of the department can continue effectively, i.e., sufficient staffing to complete required duties
- Subsequent days of leave after an unscheduled leave of absence, provided the absences are related, confirmable, and timely notification is received

Attendance Violations

The following violations may result in positive discipline up to and including termination. The level of discipline will be determined by department leadership based upon previous disciplines and current violation. The University's positive discipline policy can be found in Section 3.20 of the Staff Handbook.

- Collecting more than twenty-four hours of unscheduled leave or leave without pay in a consecutive ninety-day period
- Tardy more than three times in a consecutive ninety-day period
- A no-call no-show
- Not reporting for mandatory overtime
- Taking PTO after the request was denied by the supervisor
- Leaving worksite without authorization

Expectations:

In addition to following the outlined leave policy, employees and supervisors are expected to:

Employee Expectations:

- Contact supervisor daily when unscheduled leave occurs, and notify supervisor if changes need to be made to requested leave.
- Track PTO leave balance to ensure enough PTO is available for requested leave.
- Save enough PTO to cover emergencies and illnesses.
- Give supervisors as much notice as possible for requested leave.

Supervisor Expectations:

- Approve leave requests only if the operations of the department can continue without interruption.
- Approve requested leave as timely as possible to allow employees to plan accordingly.
- Track attendance of employees and document as necessary.

University Leave of Absence:

Information regarding Extended Sick Leave, Paid Time Off, Holidays, Family and Medical Leave Act, On the Job Injury, and other University issued leave is located under Section 3.10 in the Staff Handbook.

Revision History:

August 2021: Revised

July 2017: Revised

February 2001: Revised

October 1984: Initial program implemented.