Attendance and Punctuality

The operation of the College requires good attendance and punctuality on the part of its employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including termination.

It is the responsibility of both the employee and the supervisor to maintain attendance records. Supervisors are required to counsel employees who are chronically absent or tardy. The supervisor is required to follow the Progressive Discipline Policy regarding the meetings and document them to become part of the employee’s personnel file. All absences must be reported as soon as possible to the Human Resources Department, but no later than seven calendar days after the absence occurs, by completing an Absence Report Form.

An occurrence of absenteeism is defined as each day or part of a day that is in excess of one-half the scheduled hours under the Sick Day Policy.

Employees are provided with a generous amount of paid time off from work under the Vacation, Personal, and Holiday Policies. As such, the College does restrict the use of Sick Leave in accordance with the guidelines of this policy and those outlined in the Sick Leave Policy.

Excessive Absenteeism

Excessive absenteeism for employees who work a full calendar year (fiscal year/12 months) is defined as taking the equivalent of six or more sick days in ANY 12 consecutive months; this excludes an approved leave as defined under the Leave of Absence Policy and Family Medical Leave. When this does occur, the employee will be disciplined under the guidelines of the Progressive Discipline Policy.

Excessive absenteeism for employees working an academic year (less than 12 months) is defined as taking the equivalent of four or more sick days in an academic year. When this does occur, the employee will be disciplined under the guidelines of the Progressive Discipline Policy.

An employee who is absent from work must call and report the absence directly to his/her immediate supervisor no later than the start of the normal work day, informing the supervisor of the reason the employee is unable to work. If the employee is unable to contact their supervisor at that time they can leave a voice mail message; however, they are required to make contact with their supervisor at some point during their shift.

Any absence must be reported on a daily basis as long as the employee is unable to work; or in the case of extended illness, the employee’s supervisor must be kept informed as requested and the employee should contact the Human Resources Department for assistance with completing the appropriate Leave of Absence and/or Family Medical Leave forms.
Upon return to work, the employee must report immediately to his/her supervisor. The supervisor may require a doctor's statement, indicating the reason he/she was unable to work. A “Work Release Form” completed by the employee’s physician is required in all cases where an absence continues for three days or longer. The days DO NOT need to be consecutive if they are for the same illness. The doctor must indicate that the employee is able to return to work and if there are any reasonable accommodations required in order for the employee to perform the essential functions of his/her position. Any accommodation requests must state the duration the accommodation will be required.

An unreported absence will not be compensated regardless of the reason. Any employee absent three consecutive unreported days without motive and without just cause shall be considered to have voluntarily resigned his/her employment with the College.

Effective Date: 7/1/07