

Employee Attendance

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Purpose

Employee work attendance has a direct effect on the ability of a department or work unit to perform work and/or provide services in support of ASI's mission. The Policy on Employee Attendance has been established to assure that:

- There is consistent enforcement of attendance regulations and consistent application of corrective action on a corporate-wide basis.

- Appropriate corrective action is taken at the lowest level sufficient to address attendance concerns.
- Clear steps are followed so that supervisors and employees may discuss attendance problems affecting the work unit and its productivity and provide adequate time for employees to correct attendance deficiencies.

Policy Statement

It is the policy of the Associated Students, Incorporated that employees report for duty at the assigned time and place, remain on duty during scheduled work hours, and accurately report hours worked and leave taken in accordance with State and federal law. Excessive absenteeism and tardiness disrupt normal operations and place an extra burden on fellow employees. Abuses, therefore, will be subject to disciplinary action.

Unless otherwise noted below, this policy is applicable to all employees of the Associated Students, Incorporated, including full-time, part-time, work-study, student assistant, and temporary employees.

Who Should Know This Policy

- Budget Area Administrators
 Elected/Appointed Officers
 Grant Recipients
 Management Personnel
 Program Advisors
 Staff
 Supervisors
 Volunteers

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Absence	When an employee misses one or more consecutive scheduled workdays for a single reason.
Excessive absence	When an employee is away from work to the extent that completion of normal work requirements is adversely affected.
Failure to remain on duty	When an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization.
No-call, no-show	When an employee both fails to report for work at the start of a scheduled work shift and fails to notify the supervisor or designated person within 30 minutes of the start of the work shift of an intention to be absent.
Overtime	Hours worked by a non-exempt employee in excess of eight in one day or 40 in one week.
Pattern of absence	When an employee's absences occur with a common factor (day of week, day before/after holiday, etc.) at least three times within six months.
Tardiness	When an employee fails to report to work at the scheduled starting time.
Unauthorized absence	An absence for which the employee's supervisor/department has not been properly notified.

