



Policy and Procedures Manual
Application: All Staff
Section A3.6 – 3.8 Tardiness, Absenteeism, and Abandonment

A 3.6 TARDINESS

Employees are expected to be at his/her work stations at the scheduled work time. Habitual tardiness will be a matter for disciplinary action, including termination.

A 3.7 ABSENTEEISM

Employees who are absent from work shall be responsible for notifying his/her supervisor when they are absent and indicating when they will report back to work. The employee will notify the supervisor personally as soon as possible, but no later than the beginning of the shift. Any employee who fails to comply with this rule will be subject to disciplinary action, including termination. Excessive absenteeism will be reflected in the employee job performance evaluation and may lead to disciplinary action, including dismissal.

A 3.8 ABANDONMENT OF POSITION

The University reserves the right to terminate employment after an employee has failed to report to work for three consecutive workdays without notifying his/her supervisor. Such employee will be considered to have resigned his/her position. The last day of work will be the effective termination date for payroll.