

Staff Policy: Unauthorized Absences & Tardy Arrivals to Work

Departments must be appropriately staffed in order to carry out their mission and support the mission of the University. Unapproved absenteeism and tardiness affect the ability of departments to perform necessary duties in a timely manner and causes an undue burden for those employees who must fill in.

It is each employee's responsibility to not have unapproved absences and tardy arrivals to work. Employees also should strive to take care of personal affairs during nonworking hours as much as possible. If an employee must be absent or late, he or she is expected to inform his or her supervisor as soon as possible so that coverage can be arranged. Unauthorized absences or tardy arrivals to work are considered leave without pay and may be grounds for disciplinary action.