

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 202 Attendance

RESPONSIBLE OFFICE

Human Resources

202 Attendance

Employees are required to report for work at their scheduled times and places unless they are on a scheduled absence from work or an emergency situation causes an unscheduled absence or tardiness.

202.1 Absences from Work

Section 300 of this Handbook defines authorized absences from work. In part, it establishes the request and approval processes for scheduled absences and the notification requirements for approved unscheduled absences such as Sick Leave. For an unscheduled absence, employees are required to personally notify their immediate supervisor as soon as possible of the absence but not less than one-half (1/2) hour after the start of the workday.

If an employee is absent from work for three (3) consecutive scheduled workdays and has not notified his or her supervisor of the unscheduled absence, the employee will be considered to

have resigned voluntarily from the University.

Employees failing to return to work by the expected return date after an approved absence will be considered to have resigned voluntarily as of the date of the expected return. (See [312.7](#), [313.6](#), [314.7](#), [315.6](#))

202.2 Reporting for Work

Employees are expected to begin work on time and to return on time from meal and rest periods.

If an employee's arrival to work is to be delayed, the employee is expected to notify his or her immediate supervisor of the delay and the anticipated arrival time as soon as practicable.

202.3 Other Provisions

An employee whose attendance demonstrates either a consistent pattern of unscheduled absences (or tardiness) or excessive unscheduled absences (or tardiness) will be subject to disciplinary action.

Supervisors are responsible for maintaining complete and accurate employee attendance and tardiness records.

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
 - [201 Hours of Work](#)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Employee Time and HR Actions](#)

Categories: Employment, Non-Represented Staff Keywords: absences, absences from work, attendance, Employee Handbook