

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 202 Attendance**

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RESPONSIBLE OFFICE

**Human Resources**

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## **202 Attendance**

Each of our employees performs an important function at the University. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are especially important. Unnecessary absences, lateness and/or early departures are expensive, disruptive, and place an unfair burden on other employees and supervisors. Unauthorized and excessive absenteeism, tardiness and/or early departures may result in corrective action, up to and including discharge. Each employee is expected to avoid these problems whenever possible.

The University does recognize, however, that there are times when absences, tardiness and/or early departures cannot be avoided. In such cases, employees are expected to notify their supervisor as early as possible, but at least half an hour before the start of the employee's workday, unless it is not feasible to do so. Unless an employee is unable to provide such notice, asking another employee, friend or relative to give this notice is improper and may result in disciplinary action, up to and including discharge.

Employees must contact their supervisor each day that they are absent unless specifically instructed otherwise such as during an approved leave of absence.

If an employee is absent from work for three (3) consecutive scheduled workdays and has not notified their supervisor of the unscheduled absence, the employee will be considered to have abandoned their position in accordance with Section 204.5.

In evaluating employee attendance and otherwise administering this policy, the University does not consider absences/tardiness/early departures protected by applicable federal, state, or local law.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

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

### Related BU Websites

- [Human Resources](#)

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

THIS POLICY IS PART OF THE **EMPLOYEE HANDBOOK AND POLICIES MANUAL**, 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.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff

Keywords: absences, absences from work, attendance, Employee Handbook