

## Excused/Unexcused Leave Guidelines

Employees are expected to come to work regularly and on time. Absenteeism and/or tardiness often may cause an undue burden on co-workers and adversely affects a department's ability to function effectively. When it is determined that an employee's occasions of absence or tardiness have become excessive, disciplinary action, up to and including termination of employment may be warranted.

Employees who are absent for any reason, other than pre-approved time off, must contact their supervisor preferably before the employee's normal starting time or no later than ten minutes after the employee's normal start time. If such notification is not provided, it will be recorded as an unexcused absence. If an employee is absent for three consecutive work days without notification, the University will consider the employee to have abandoned their job and voluntarily terminated employment without notice.

**NOTE:** Supervisors have the right to set-up specific expectations on calling in or requesting time off. Except in cases of pre-approved absence (such as annual leave or Family Medical Leave), employees must notify their supervisor each day they are absent.

**Unexcused Absences:** When an employee is absent from work without prior approval, the leave time should be labeled as unscheduled leave. The exception to this is if the employee is out sick for three (3) days or more. Absences exceeding three consecutive days or the limits stated above require documentation by a physician. For example, a department counts the first day only as unscheduled but the remaining two are not (as long as the employee informs the department of it on day one). A department should also take into consideration whether or not a doctor's note is required for the unscheduled absences.

It is important that the supervisor is consistent in administering progressive discipline regarding the misuse of leave. A supervisor may wish to take into consideration the following recommendations when determining the use of progressive discipline for excused versus unexcused absences:

**Recommendations\*\*:** Unexcused absences will be considered excessive if the employee is absent for more than six (6) days in a six (6) month period. Tardiness will be considered excessive if it occurs six (6) times within a two (2) month period.

- From the onset of the first occurrence of an employee's tardiness or unexcused absence, the supervisor should document the incident in their file (this is not a written warning).
- Further occurrences may warrant a coaching session with the employee to explain the supervisor's attendance expectations and to discuss the recent attendance problems with the employee. During the coaching session, the supervisor may realize that they employee would benefit from the Employee Assistance Program.
- If the pattern of behavior continues, please contact Human Resources to discuss further disciplinary options.

**\*\*Please note these are general recommendations. If a department wants to develop more specific guidelines, the guidelines must be pre-approved by Human Resources.**