

Policy: Attendance & Punctuality	Policy Number: I-6.1
Policy Owner(s): Human Resources	Original Date: 3/10/2006
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- I. **POLICY:** John Carroll University has established reasonable attendance and punctuality standards to ensure consistent staffing levels and a stable and reliable workforce.
- II. **PURPOSE:** To provide guidelines and expectations surrounding employee time and attendance. Every employee’s attendance and punctuality plays an important role in fulfilling the University’s Strategic Plan and Mission.
- III. **SCOPE:** All John Carroll University employees.

DEFINITIONS:

Patterned Absences: A history of intermittent and/or frequent unexcused absences that demonstrates a pattern. Pattern absenteeism may involve unexcused absences occurring in a patterned way, such as just prior to a weekend, University holiday, or scheduled vacation.

Sick Time: Leave time designated and limited to a legitimate illness or serious health condition as outlined in the Sick Leave Policy.

Tardy: Any instance when an employee is not present at the assigned work location at the start of their shift or after returning from a lunch period or other break.

Unexcused Absence: Any period of time when an employee’s supervisor has not excused the employee’s absence, and the employee fails to report to work or leaves work early. This may also involve a single occurrence such as in the case of an employee being denied a request for paid or unpaid time off work and subsequently reporting off for the same day due to “illness.”

IV. GUIDELINES:

- A. The University expects all employees to assume responsibility for their attendance and promptness.

1. Employees are responsible for understanding and adhering to this and other University leave policies in order to maintain a stable and reliable workforce.
 2. Supervisors are expected to fairly and consistently manage employees' attendance in order to maintain a stable and reliable workforce.
- B. Employees who are frequently absent and/or tardy or are absent without notifying their direct supervisors may be subject to corrective action.
- C. Employees will be held to reasonable standards and expectations for attendance set by their direct supervisor and will be subject to the appropriate level of corrective action for violation of those standards and expectations.
- D. No Call/No Show: Employees who fail to notify their immediate supervisor (or their designated alternate) of an absence (unless failure to give notice was reasonably beyond the control of the employee) may be subject to corrective action, and may not be eligible to use vacation or other paid time off, unless the failure to call in was beyond the control of the employee.
- E. Job Abandonment: No call / no show absences of three or more consecutive work days (unless failure to give notice was beyond the reasonable control of the employee) may result in termination of employment.
- F. Holiday / Paid Time Off: An unapproved absence on the last scheduled day before or the next scheduled day after a designated holiday will result in no holiday pay for the absent employee.
- G. Pattern absenteeism may involve a recurrent misuse of this policy as in the case of an employee being denied a request for paid or unpaid time off work and subsequently calling off for the same day due to "illness."
1. Pattern Absences may include but are not limited to:
 - a. Absences occurring repetitively before or after weekends or holidays;
 - b. Absences occurring after the employee was initially denied time off by his/her direct supervisor.
 2. Suspected patterns of absenteeism must be reviewed by Human Resources. If verified, patterned absences will be subject to the Corrective Action Policy.

- H. The University's Family and Medical Leave Act (FMLA) Policy provides for excused absences caused by a qualifying serious health condition.
- I. Employees unable to work because of illness or a serious health condition should notify their supervisor or designee sufficiently in advance of their scheduled start time or consistent with departmental guidelines, unless the employee is unable to do so due to an unforeseeable serious health condition, in which case notice should be provided by the employee as soon as practical and possible.
- J. Medical Appointments: Employees must request approval from their immediate supervisor in advance of a scheduled medical appointment.
 - 1. Employees are expected to use their best efforts to schedule medical appointments so as not to disrupt essential departmental operational needs.
 - 2. At a supervisor's request, employees may be required to present valid documentation to Human Resources on their next scheduled workday demonstrating they attended the medical appointment. Employees failing to produce valid documentation upon request may be subject to corrective action.
- K. Inclement Weather: the University's policy is to close only in the event of extreme weather conditions. The University realizes that some employees live a significant distance from campus. Employees are not expected to place themselves in danger to get to campus. Use your best judgment in deciding whether it is safe to drive to campus and allow for additional travel time as needed.
 - 1. Employees who will be absent, tardy, or require early departure due to inclement weather must notify supervisors as soon as possible.
 - 2. Supervisors are strongly encouraged to adjust employee work schedules, either by extending that workday or allowing for the makeup of time missed during that work week.
 - 3. Employees who believe they cannot report for work because of inclement weather and who are unable to make up the time missed may report the day as vacation or personal time.
 - 4. The University does designate certain employees as necessary to provide essential services. Therefore, those employees should make every effort to safely report to work.

V. **CROSS REFERENCE:**

Corrective Action Policy
Family and Medical Leave Act Policy
General Leaves Policy
JCU Weather Emergency Plan
Personal Time Policy
Sick Leave Policy
Staff Vacation Leave Policy