

August 21, 2005

CLAYTON STATE UNIVERSITY

SECTION: Human Resources

Policy 02.01.03

AREA: Administration

SUBJECT: Staff Attendance and Punctuality Policy

I. PURPOSE AND SCOPE

Absenteeism and tardiness place a burden on other employees and on Clayton State University (CSU). CSU expects that employees will maintain regular attendance sufficient to perform duties and responsibilities productively and efficiently, with minimum disruption to work schedules.

II. DEFINITIONS

Job Abandonment – An employee who fails to report to work or fails to follow departmental guidelines for notification of absences for more than three continuous work days may be considered to have abandoned the job. Job abandonment is a form of resignation, and the employee may be released without application of the policy and procedures on discipline and dismissal.

Personal Leave – Unexpended vacation and sick leave as well as compensatory time balances that are available to an employee at a given time.

III. POLICY PROVISIONS

- Clayton State University encourages good attendance habits and punctuality on the part of its employees to carry out the academic, and business support activities of the university.
- All staff employees are expected to report for work and be prepared for duty at the beginning of the work period.
- A staff employee who must be absent or tardy is expected to observe university or work group notification standards and complete a leave request form at the earliest possible opportunity. If an employee claims sick leave for a continuous period in excess of five (5) days, a physician's statement is required. Supervisors may require a physician's statement for absences of a shorter duration if deemed necessary and approved by the Office of Human Resources & Services.
- Punctuality and regular attendance are important factors in consideration for job retention and advancement. Abuse or improper use of leave entitlements, including falsification of reasons for leave requests, will be grounds for disciplinary action, up to and including dismissal from employment.
- Termination as a result of no personal leave - All university employees must have personal leave time available to be compensated for any days missed. Employees who do not have personal leave time available are considered to be in a "Leave Without Pay" (LWOP) status. If the employing department does NOT wish to place the employee on LWOP and he/she is not experiencing a Family Medical Leave Act (FMLA) qualifying event, his/her employment with the university must be terminated.