

Board Policies

PERSONNEL

321.00 EMPLOYEE ATTENDANCE POLICY

Employees are expected to report to work at their scheduled starting times on each scheduled work day. Nothing in this policy is intended to interfere with employee rights under applicable federal or state law, including protected leave such as the Family and Medical Leave Act (FMLA), reasonable accommodations under the Americans with Disabilities Act (ADA), or other legally protected absences.

- Excessive absenteeism shall result in disciplinary action which can include discharge. "Excessive absenteeism" is defined to include but not be limited to those absences beyond available leave balances, or repeated unexcused absences that are not otherwise protected by law.
- There are occasions when employees cannot report to work. In those circumstances, the employee must notify the supervisor as soon as possible and, when feasible, at least 15 minutes prior to their scheduled start time if they will be absent or late. If the supervisor cannot be reached, a message should be left, and the employee shall then make reasonable efforts to notify Human Resources. Notification to a fellow employee is not proper notice. Employees must provide sufficient information regarding the anticipated tardiness or absence to allow the College to determine applicable leave, where they can be reached, and the expected duration of the absence.
- Employees must either notify the supervisor on each consecutive day of absence or give an anticipated return date. The supervisor or Human Resources may require appropriate medical documentation for medical absences in accordance with applicable law.
- An employee who is absent from work two consecutive days without notifying the college may be considered to have voluntarily resigned employment.
- Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor as soon as possible and, when feasible, at least 15 minutes prior to their scheduled start time. Employees who must leave work before the end of their scheduled shift must notify the supervisor as soon as possible.
- The College will not take adverse action against employees for absences or use of leave that may be protected under applicable law, and employees are encouraged to contact Human Resources with any questions regarding leave protections or accommodations.
- The College may waive or modify call-in procedures in appropriate circumstances, including emergencies or situations where compliance is not feasible.

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Revised March 15, 2021
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