

**POLICY NAME** TARDINESS AND ABSENTEEISM

**POLICY NUMBER** 2.3.8

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

The Ice Sports Center (ISC) counts on each employee and expects regular attendance during work hours. When one employee is not present another employee is burdened with extra work. Therefore, employees are expected to keep regular attendance, be on time, and work as scheduled.

Absence is when an employee is scheduled to work but does not report to work. Tardiness is not being ready to work at the scheduled time for any reason including, but not limited to, late arrival, improper dress or other non-work activity in the facility. Excessive absenteeism is when the number of absences exceeds 3 unexcused absences in any 6 month period. Excessive tardiness is more than three times within any 6 month period. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination. (See Policy 2.6.1, Employee Disciplinary Actions.)

Employees must contact the facility and speak to either the Manager on Duty (MOD) or their immediate supervisor as soon as possible if expecting to be absent or tardy for a scheduled shift. Additionally, the employee should make every effort to find another employee to cover the shift that they will be missing. An employee who has an emergency and is unable to come to their scheduled work time must notify the MOD or Senior Facility Manager (SFM) as soon as the conflict is known. The MOD or SFM will complete the Emergency Unable to Work form. Prearranged absences (requesting off) must be coordinated with the employee's supervisor and must be in compliance facility policy. (See Policy 2.3.9, Employee Availability and Working Hours.)

Any employee who is absent for three or more days due to illness or injury will be required to submit a doctor's release in order to return to work. Any employee who is absent for three consecutive scheduled shifts without notifying his immediate supervisor or the SFM is considered to have voluntarily resigned without notice as of the close of business on the third day (See Policy 2.1.10, Resignation).

**COMMENTS:**