



## Policy 04:400 Attendance

Staff exempt, staff non-exempt, and student employees are expected to report to work on time, in uniform if applicable, ready to begin duties and to remain on the job throughout scheduled work periods. The appropriate supervisor must be informed prior to the beginning of the work period, or as soon as practical, of any absence or variation from the established work schedule.

Unexcused absences, repeated tardiness, or failure to report absences may result in disciplinary action. Consecutive unexcused absences of five work days will be considered voluntary termination.

*Approved 11/98*