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ATTENDANCE CONTROL

POLICY

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2024

This policy applies to: All Staff

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I. POLICY

II. GUIDELINES

A. SUPERVISOR'S RESPONSIBILITY

I. Policy

The University expects employees to be at work as scheduled and to avoid unapproved absences whenever possible. In an effort to provide advice to supervisors regarding absenteeism and to account for both the staff member's paid and unpaid leave protection and the University's right to a reasonable standard of attendance, the following guidelines are provided.

II. Guidelines

A. Supervisor's Responsibility

 Climate: Establish a favorable climate for good attendance. The key to the development of a favorable climate is in staff members' **ABOUT THIS POLICY**

Policy Applies To

Staff

Policy Number

152

Issuing Authority

Human Resources

Responsible Officer

John Spuhler

Contact Information

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john.spuhler@rochester.edu

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Corrective Discipline
(https://www.rochester.ed
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corrective-discipline/)

Short-Term Disability Plan (https://www.rochester.ed u/policies/policy/shortterm-disability/)

POLICY KEYWORDS

Conduct

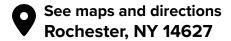
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