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ATTENDANCE CONTROL

## POLICY

# Attendance Control

LAST

REVISED

ON 12/

2024

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**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

1. **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**  
Dominica Ranieri

**Contact Information**  
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