



National University of Health Sciences General Policies

Title: Employee Attendance

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President

Date

POLICY STATEMENT

Consistent employee attendance and punctuality are considered integral to the effective and efficient operation of National University of Health Sciences (NUHS). Poor, uncertain, or irregular employee attendance lowers overall productivity, disrupts the continuity of work and is often burdensome to other employees.

Procedures

Except for pre-approved vacations, holidays, absences authorized by the Family and Medical Leave Act, jury duty, funeral leave, predetermined work from home (offsite) scheduling or other approved absences, employees are expected to be in attendance and prepared to commence work activities at designated work locations, days and assigned hours.

Late arrivals, early departures, or absences deemed excessive in the opinion of management may result in employee disciplinary action up to and including discharge. In the event that an employee cannot report to work as scheduled, the employee must notify his/her supervisor within one hour of his/her scheduled report time, or be prepared to provide evidence of extenuating circumstances. Employees should notify their supervisor in advance if they are unable to report to work on time or within one hour of their scheduled start time if they will be absent from work. A separate report must be made for each unauthorized absence or late arrival.

Any employee on unscheduled, unauthorized absence for more than three consecutive workdays will be deemed to have abandoned his/her position. If absence is for a specified period of time and has been prearranged with the manager, the employee need not call in each day of the absence. If, however, an employee plans on returning to work earlier or later than planned, the employee must notify his/her supervisor of the change in plans as soon as reasonably possible.

If an employee is absent due to illness for three or more days, a medical release from a health care provider may be required by the supervisor before the employee will be allowed to return to work.

Supervisors should be consistent and equitable in their enforcement of this policy by clearly defining excused and unexcused tardiness and absenteeism for all employees.

It is the manager's responsibility to notify Human Resources when an employee is absent due to illness for three or more days.