



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Attendance & Punctuality Policy	All Employees	Provides employees with expectations related to reporting to work regularly and on-time	7/1/19	Vice President Human Resources	1

The University recognizes that commitment to students, employee morale and productivity are directly affected by absenteeism. Regular and reliable attendance and punctuality are important components of an employee's overall work performance. Absenteeism, late arrivals, and early departures from work burden one's fellow employees and impacts productivity. If an employee cannot avoid being late to work or is unable to work as scheduled, the employee must contact their supervisor as soon as possible before the start of the workday. Employees covered by a collective bargaining agreement must follow the call out guidelines or procedures of their department. Each department will establish their own call out process.

Satisfactory attendance for employees is defined as being in the appropriate place at the required time to perform their job responsibilities as defined by their supervisor. Employees are required to report for work on time; this means that employees are to be at their appointed worksite and ready to begin performing their work duties at the beginning of their normal work schedule.

Excessive absenteeism or tardiness will lead to disciplinary action, up to and including termination of employment. If an employee fails to report for work without any notification to their supervisor, the employee may be considered as having abandoned their employment. Department managers and supervisors will regularly review attendance records for employees for determining cases where an employee's record indicates excessive absences. In such cases, the employee's record will be brought to the attention of the employee and when appropriate, to the Union for appropriate follow-up action.

The University will recognize the applicability of the Family Medical Leave Act, the Americans with Disabilities Act and applicable state anti-discrimination laws in dealing with absences covered by such laws.

This provision will be applied in conjunction with the applicable bargaining unit agreement.

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