

Policy Title: Attendance

Policy Summary: Employees Expected to Work As Scheduled & Communicate with Supervisors

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Employees are expected to work as scheduled and communicate with their supervisors if they will be late for the beginning of their workday or are unable to report to work for the day.

Purpose

The purpose of this policy is to establish regular attendance expectations and articulate notification requirements for employees who will be late for the beginning of their workday or are unable to report to work for the day.

Scope

This policy establishes attendance expectations and notification requirements for all Drake University employees.

Policy

ATTENDANCE

Prompt and regular attendance is essential to productivity, teamwork and the achievement of University goals. Excessive absence interferes with workflow, negatively impacts productivity and reduces employee morale. For these reasons, employees are expected to be punctual and reliable.

Employees that will be late for the beginning of their workday or are unable to report to work for the day, must notify their manager prior to the start of their shift. Employees should discuss with their manager the specific requirements of the department regarding notification of absence or reporting late for work. If an employee fails to report for work as a no/call or no/show, this may be considered a voluntary resignation, and their employment may be terminated.

Making Up Lost Time

Non-exempt employees may be asked or allowed to make up time lost due to absences. All make up time must be worked during the workweek in which the absence occurred. Overtime should not be used for non-exempt employees to make up absences.

Exempt employees are expected to fulfill the responsibilities of their positions with early, late, or weekend work time as necessary.

Last Review Date: January 2021

Effective Date: July 2012