



XAVIER UNIVERSITY

Absenteeism, Tardiness and Notification

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Regular attendance of all employees is important to the planning, efficiency and provision of services required by Xavier University. Absenteeism and tardiness increases the workload of other employees and affects the quality of services. Thus, it is vitally important that each employee be at work when scheduled. It is also the responsibility of each employee to contact their supervisor in advance if they are unable to report to work as scheduled.

B. PROCEDURE

1. Absent and/or tardy employees must contact his or her supervisor as soon as possible and prior to the employee's scheduled starting time on each day of absence or tardiness. Upon return to work, the employee shall report to his or her immediate supervisor to further explain the reason for the absence or tardiness and to provide documentation, if any is needed, to substantiate the absence or tardiness. Documentation must be completed and submitted on the employee's next scheduled workday.
2. In the event of an absence, supervisors should speak with the employee to find out if the absence was a result of an illness or other emergency. In the event of an illness where a doctor's visit is required, the supervisor may ask for such

documentation from the employee. Should the employee find himself or herself in a position where unscheduled absences could occur as a result of illness or

other personal emergencies, the supervisor should ensure that the employee is using the proper type of leave, in accordance with Xavier University policies and procedures.

3. If an employee is unable to report to work, at their designated time, they should immediately notify their supervisor. In the event that an employee is unable to reach their respective supervisor, they should follow standard department practices for reporting absences.

Other applicable policies and/or resources:

Recording Time Worked
Progressive Discipline Policy
Vacation
Absent Without Pay
Bereavement
Family Medical Leave Act (FMLA)
Worker's Compensation