



Policies and Procedures

3.XX / Attendance

PURPOSE:

Timely and regular attendance is an expectation of performance for all Wichita State University (“University”) Employees. To ensure adequate staffing, positive Employee morale, and to meet expected productivity standards throughout the university, Employees will be responsible and held accountable for adhering to their workplace schedule.

POLICY STATEMENT:

Employees are expected to maintain appropriate levels of attendance in order to complete work in a timely manner. Employees are responsible for communicating any reason for Absences or Tardies to Leadership in a timely and accurate manner. Time off should be approved prior to a scheduled shift/day of work whenever possible.

DEFINITIONS:

Absence: Missed shift/work day for an unplanned reason without prior approval.

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business or as an independent contractor. This includes temporary and part-time Employees.

Leadership: For purposes of this policy, Leadership includes individuals at the University who have Employees reporting to them, or Department Chairs/Directors.

No Call/No Show: An Absence that is not reported by an Employee to the appropriate department designee.

Tardy: Arriving at work after the beginning of the shift/work day as defined by the respective department and/or takes an extended meal or break period without approval.

Unapproved Out Early: Leaving work prior to the end of the shift/work day without prior Leadership approval. This may be considered an Absence based on Leadership discretion considering the amount of shift worked and reason for departure.

PROCEDURE:

a. Attendance

- (1) Attendance is addressed in a 12-month rolling period.
- (2) In the event of an unscheduled Absence, notification of department Leader or other

authorized individual is made according to department expectations.

- (3) For an absence of three (3) days or longer due to illness or sick leave, a physician release may be required before returning to work.
- (4) Excessive or Patterned Absenteeism: It is unacceptable to have excessive or patterned absenteeism. Absenteeism may be considered excessive if it results in a significant disruption to the work environment. Patterned absenteeism includes, but is not limited to, repeated absences on a weekend or overtime day; repeated absences before or after a holiday; repeated absences at the beginning of the workweek; and/or repeated absences at the end of the workweek.

b. Tardiness

- (1) It is the expectation that Employees will be ready to work at the times required by their roles and/or the start of their scheduled shift/work day.

c. No Call/No Show

- (1) When No Call/No Show Absences occur on consecutive shifts/work days, then three (3) consecutive days are considered voluntary resignation due to job abandonment.
- (2) No Call/No Show Absences that occur as separate events (ex. 1st Absence in March and 2nd Absence in May) are addressed with the following actions.
 - (a) 1st Absence may result in a written warning.
 - (b) 2nd Absence may result in a final warning.
 - (c) 3rd Absence may result in separation of employment.

d. Timekeeping

Employee is responsible to ensure the information contained in their timesheet is a complete and accurate record of time worked for the stated period and all hours worked or leave time taken is represented accurately on their timesheet. If changes occur that alter their timesheet it is the employee's responsibility to submit those to the proper timekeeper as soon as possible and not later than within ten (10) University days.

Consistent failure to follow proper timekeeping procedure may result in corrective action up to and including separation of employment.

f. Proper Call-In Procedure

Employees are expected to know and follow proper call-in procedure for the department, if they will be late for work, or will not be at work. These expectations and phone numbers are communicated by department Leadership.

RESPONSIBILITIES

Leadership

- (1) Be knowledgeable of University policies and procedures.
- (2) Communicate attendance expectations with Employee.
- (3) Track Employee Attendance.

- (4) Perform regular audits of Employee's attendance and consult with Human Resources as needed.

Employee

- (1) Adhere to University policies and procedures.
- (2) Notify Leadership of the need for Absences and/or Tardies in advance when possible.

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