

DEPAUL UNIVERSITY



Attendance

Category: Human Resources

Responsible Department: Employee Relations & Engagement

Responsible Officer: Vice President of Human Resources

Effective Date: 08/24/2016

Policy Summary

The purpose of this policy is to provide guidelines for all staff members regarding university expectations for attendance and punctuality.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Student Employees

This policy affects all members of the above groups, as well as faculty that supervise staff.

Policy

Consistent employee attendance and punctuality are considered integral to the effective and efficient operation of DePaul University. Poor, uncertain or irregular employee attendance lowers overall productivity, disrupts the continuity of work and is often burdensome to other employees. Therefore, except for pre-approved vacations (see the [Vacation](#) policy), holidays (see the [Paid Holidays and Absences](#) policy), absences authorized by the Family and Medical Leave Act (see the [Family and Medical Leave Act](#) policy), ADA accommodations (see the [Americans with Disabilities](#) policy), jury duty, witness duty, death in the family (see the [Paid Holidays and Absences](#) policy), 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 manager within one (1) hour of his/her scheduled reporting time or be prepared to provide evidence of extenuating circumstances. Any employee on unscheduled, unauthorized absence for three (3) consecutively

scheduled work days who fails to appropriately notify his/her manager will be deemed to have abandoned his/her position and be terminated.

Procedures

Employees

1. Employees should notify their manager of their inability to report to work on time or their absence from work within one (1) hour of their scheduled start time each day they are absent.
2. If the absence is for a specified period of time and has been prearranged with the manager, the employee need not call in during each day of the absence. If, however, an employee plans on returning to work earlier or later than planned, the employee must call his/her manager.
3. If an employee anticipates being absent or is absent due to illness for more than five (5), continuous working days the employee must contact Liberty Mutual (DePaul's leave of absence administrator) at 1-800-341-0593 or through the Liberty Mutual portal (Go to [myHR](#) and then select Self Service > Benefits > Liberty Mutual) to apply for a leave of absence. If the employee's absence does not qualify as a medical leave of absence, the employee's manager has the option of requesting that the employee provide a physician's note to the Benefits Department, verifying that he or she was under a doctor's care. Note that this statement is to be submitted directly to the Benefits Department.

Managers

1. Managers should be consistent and equitable in their enforcement of this policy by clearly defining their expectations in the reporting and tracking of occurrences of tardiness or absence.

Managers should instruct employees that if they are expecting to be absent, or have been absent, for more than five (5) consecutive work days, they must contact Liberty Mutual, DePaul's leave of absence administrator.

Divisional Collaborations

None.

Contact Information

Office of Human Resources

Mailing Address:

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Office Location:

14 East Jackson Boulevard
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(312) 362-8500

Appendices

None.

History/Revisions

Origination Date: 03/24/1997

Last Amended Date: 08/24/2016

Next Review Date: N/A