

Policies and Procedures

SECTION: Administration	NO. 2.2.19.		
CHAPTER: Human Resources	ISSUED: 10/10/00	REV. A 12/14/00	REV. B
POLICY: Absenteeism and Tardiness	PAGE 1 OF 1		

PURPOSE

Creighton University expects all employees to assume responsibility for their attendance and promptness. The University also recognizes that a reasonable amount of absence due to illness and/or emergency situations is beyond the control of the employee. This policy does not apply to situations involving a pre-approved absence.

POLICY/PROCEDURES

1. It is the responsibility of each employee to notify his or her immediate supervisor as soon as possible if he/she will be late or absent from work for any reason. The employee will notify the supervisor daily if the absence continues, unless a formal leave of absence is granted.
2. The employee must indicate the reason for his/her absence and its probable duration.
3. Excessive absenteeism/tardiness may result in disciplinary action, up to and including termination. The definition of "excessive" rests with department supervisory personnel in collaboration with Human Resources based upon the operational requirements of the work unit. Excessive absenteeism/tardiness will be determined on a case-by-case basis considering such factors as the frequency, cause and patterns of absenteeism/tardiness regardless of the employee's accumulated sick and/or vacation hours.
4. An employee who is absent for three consecutive days without contacting his/her supervisor will be considered to have voluntarily terminated his/her employment at Creighton University.
5. The University reserves the right to request a certificate from an employee's health care provider during or following the illness of an employee.
6. Each supervisor is responsible for keeping accurate records of an employee's attendance. This includes the accurate preparation and submission of time reports to Payroll.

SCOPE/ELIGIBILITY

This policy applies to all University employees except faculty.