

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Human Resources
AREA: General

Number: 02.A.40

SUBJECT: Staff Attendance and Punctuality Policy

I. PURPOSE

Staff employees are responsible for maintaining regular attendance sufficiently to perform the duties and responsibilities of their positions productively and efficiently, with minimal disruption to the work schedules of their respective work groups. This document describes the attendance and punctuality standards expected of staff employees at the University of Houston - Clear Lake.

II. POLICY

1. The University of Houston - Clear Lake encourages good attendance habits and punctuality on the part of its employees to carry out the academic, student, and business support activities.
2. All staff are expected to report for work and be prepared for duty at the beginning of the work period.
3. A staff employee who must be absent or tardy is expected to observe the University of Houston Clear Lake or work group notification standards.
4. Punctuality and regular attendance are important factors in consideration for job retention and advancement.
5. Abuse or improper use of leave entitlements, including falsification of reasons for leave requests, will be grounds for disciplinary action, up to and including dismissal from employment.
6. Job Abandonment: An employee who fails to report to work or fails to follow departmental guidelines for notification of absence for more than three consecutive workdays may be considered to have abandoned the job. Job abandonment is a form of resignation, and the employee may be released without application of the policy and procedures on discipline and dismissal.
7. Termination because of no personal leave: All University of Houston - Clear Lake employees must have personal leave available to be compensated for any days missed. In the event an employee has no personal leave and is out for more than three consecutive work days, they may be placed on Leave Without Pay (LWOP) in accordance with the System Administrative Memorandum 02.D.04. If the

employing department will NOT place the employee on LWOP, the employee has no accrued personal leave, and they are not experiencing a Family Medical Leave Act (FMLA) or Parental Leave qualifying event, their employment with the University of Houston - Clear Lake may be terminated.

8. Each System university campus may formulate internal procedures that support this policy. Prior to implementation, approval is required by the Chief Human Resources Officer.
9. The policy of the University of Houston - Clear Lake is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, or sex (including gender and pregnancy), except where such a distinction is required by law. Additionally, the University of Houston - Clear Lake prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression.
10. For the University of Houston - Clear Lake and the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

III. REVIEW AND RESPONSIBILITY

Responsible Parties: AVP, Human Resources/CHRO

Review: Every 5 years

IV. APPROVAL

/Mark Denney/

Vice President Administration and Finance

/Richard Walker/

President

Date: _____ December 6, 2023 _____

V. REVISION LOG

Revision Number	Approval Date	Description of changes
1	<u>07/20/2021</u>	New Policy - Uh System Policy Adopted
2	11/29/2023	To align with SAM 01.D.07, updated non-discrimination statement and removed component when referring to UHS universities.

IV. REFERENCE

[System Administrative Memorandum 02.D.04](#)

[Family Medical Leave Act \(FMLA\)](#)

[SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement.](#)