

Staff Attendance and Punctuality

(supplements **SAM 02.A.40**)

1. The University of Houston-Clear Lake ("UHCL") adopts the policy and provisions of the **System Administrative Memorandum ("SAM") 02.A.40**.
2. The following procedures are established as guidelines regarding staff attendance and leave.
3. UHCL employees are expected to maintain attendance at a level to accomplish all job performance expectations. Supervisors are responsible for maintaining attendance records for all staff personnel. The consistent application of attendance standards is essential to promoting fair employment practices. Absence of even one person may have a negative impact on the department operations because someone else must perform the work of the absent person as well as their own job duties. For this reason it is extremely important that everyone adhere to departmental attendance policies.
4. **Definitions:**
 - a. Scheduled absences: Supervisor should be notified of an absence at least 24 hours prior to time off from work.
 - b. Unscheduled absences occur when notification of an absence is anytime less than 24 hours. Excessive unscheduled absences may result in disciplinary action up to and including termination.
 - c. Tardiness occurs when employee(s) report to work after the scheduled start time. Daily tardiness is not acceptable and is subject to disciplinary action up to and including termination.
 - d. Unscheduled Leave Occurrence is regarded as unscheduled absences of one or more consecutive workdays. Absences of consecutive workdays for the same reason (with proper notification) are recorded as one unscheduled leave occurrence.
 - e. Unscheduled Absence Rate is determined by the number of Unscheduled Leave Occurrences. Unscheduled absences are excessive when a staff member has seven (7) unscheduled absences within a six-month period.
5. **Responsibility of each staff member:**
 - a. Demonstrate regular punctual attendance.
 - b. Work all scheduled hours and required overtime.
 - c. Attend to personal obligations outside of working times.
 - d. Request supervisor approval for time off by using the Leave Request Form and obtain written approval before taking leave, whenever possible.
 - e. Notify supervisor when tardy, ill, or absent for any other reasons.
6. **Responsibility of the supervisor:**
 - a. Communicate departmental attendance policy to all assigned staff personnel.
 - b. Ensure the attendance policy is administered in a consistent and fair manner.
 - c. Approve or reject, on Leave Request Form, requested time off based on staffing and operational needs.
 - d. Maintain current and accurate attendance records for all assigned staff personnel.
 - e. Monitor time and attendance of each staff member on an on-going basis.

Counsel staff personnel, when necessary, about their attendance patterns.