

Attendance Policy for Nonexempt Employees

Policy Statement

Employees are hired to fulfill specific needs of the University. Nonexempt employees are expected to be at their jobs during their regularly scheduled hours. Attendance will be carefully monitored. The following rules apply to absences:

1. If illness or other reason prevents an employee from reporting as scheduled, the employee must notify the supervisor within thirty minutes after the scheduled starting time. If the employee is unable to do so, someone else may act on his or her behalf.
2. An excused absence occurs, provided the employee still has available paid time, when the employee notifies the supervisor of his or her absence within thirty minutes after the scheduled starting time, or as soon as possible in the case of an emergency.
3. An unexcused absence occurs when an employee fails to notify the supervisor of his or her absence, when notification is received more than thirty minutes after the starting time, when permission is not granted by the supervisor for justifiable reasons, or in any case when there is no paid time off available.
4. Two consecutive days of unexcused absence will result in disciplinary action. Two or more incidents of unexcused absences within any six-month period will result in disciplinary action up to and including termination of employment.
5. Each department maintains attendance records for its employees. Written reprimands, which are placed in the employee's personnel file, become part of the employee's record. Attendance will be used in consideration of pay increases, promotions, and other employment decisions.
6. Employees are not allowed to use sick days for reasons other than personal illness or illness of an immediate family member. If a supervisor confirms that the sick day benefit is being abused, a written warning may be issued and a copy filed in that employee's personnel file. Such warnings may lead to further disciplinary action up to and including termination of employment.
7. Chronic and repeated tardiness without acceptable reason is cause for disciplinary action.
8. Supervisors are not permitted to give time off to employees arbitrarily, include early closings before a holiday.

Definitions

Nonexempt employees are those whose positions do not meet Fair Labor Standards Act exemption tests and who are paid for all hours worked. Nonexempt employees are paid one-and-one-half times their regular rate for hours worked in excess of 40 in one workweek. Overtime work must be approved in advance by the immediate supervisor.

Tardiness is defined as being late for scheduled work time.

Related Policies

Employment At-will Relationship with Administrators and Staff
Performance Evaluations of Non-faculty Employees

History of the Policy

07/01/91 - Reaffirmed with publication of the Personnel Manual under title Attendance
02/24/06 – Revision, including change of title to Attendance Policy for Nonexempt Employees,
approved by the President of the University as recommended by the Policy Committee of the
University

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POLICIES AND PROCEDURES MANUAL