



Campus Services Attendance Policy

Responsible Official: VP, Campus Services

Administering Division/Department: Campus Services Human Resources

Effective Date: May 7, 2018

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Overview

All employees are expected to arrive at work and begin work by their designated start time and remain on duty until the end of their scheduled work shift/day. This policy is designed to provide attendance expectations, outline appropriate procedures to account for scheduled and unscheduled absences, and identify consequences for those employees who do not meet attendance expectations.

The policy is not intended to supersede or replace University policies and procedures, but further clarifies Campus Services' expectations and procedures for attendance and timekeeping.

(<http://policies.emory.edu/>)

Applicability

All Campus Services non-exempt employees; including full-time, part-time, temporary, and student employees.

Procedures

1. Clock In/Clock Out

- All non-exempt (hourly) employees are expected to clock in at the beginning of a scheduled work shift and clock out at the end of a scheduled work shift.
- Arriving and/or clocking in after the beginning of a scheduled work shift is considered a late arrival.
- Leaving and/or clocking out before the end of a scheduled work shift will either be considered a scheduled or unscheduled absence, see section 2. Unscheduled Absence for clarification and definition.
- Supervisors may use their discretion to determine if an employee can make up missed time due to arriving late or leaving early, any time must be made up within the current workweek.
- Employee is responsible for keeping the ETAS (Electronic Time and Attendance System) up to date.

2. Unscheduled Absence

- An unscheduled absence is any time away from a scheduled shift that has not been requested and approved in advance using ETAS. This includes calling out, being late for a shift, or leaving before the end of a scheduled shift.
- Excessive, disruptive, or patterns of unscheduled absences will be subject to Emory's Progressive Discipline Policy, 4.63. An unscheduled absence that occurs on a predictable basis is considered a "pattern." Examples of patterns of unscheduled absences include but are not limited to the taking of an unapproved day off before or after a scheduled holiday, vacation, or personal day, a desired day off, a specific day of the week, or weekend, etc.
- Failure to report without any notice at all is considered a "no call no show" and subject to disciplinary action. An employee who fails to provide the required notification for three (3) consecutive scheduled work shifts may be subject to termination of employment due to job abandonment in accordance with Emory University Policy, 4.65 – Terminations of Employment.
- For instances of consecutive days of unscheduled absence, the employee is required to notify the supervisor each day prior to their scheduled work shift if they anticipate they will be out until either the employee returns to work, a leave of absence is approved, or confirmation is obtained from the supervisor that daily notifications are no longer necessary.

- Absences of three (3) or more consecutive days due to an illness or injury may require a medical release from the employee's healthcare provider in order to return to work. The statement from the healthcare provider must confirm the dates of absence from work as well as the return to work date, and any applicable restrictions. Use of sick leave is outlined in Emory University Policy 4.34 – Sick Leave for Monthly Employees and Policy 4.33 – Sick Leave for Biweekly Employees.
- Supervisors may use their discretion to determine if an absence qualifies as scheduled or unscheduled.

3. Scheduled Absence (Leave)

- A scheduled absence is any time away from a scheduled shift that has been requested and approved in advance using ETAS (Electronic Time and Attendance System).
- Departments may use their discretion in defining how far in advance requests must be submitted to be considered scheduled. This may vary by department due to the operational needs of the department, but will be applied consistently within each department and will be communicated to employees.
 - For example, Building & Residential Services (BRS) requires a five-day notice for approving scheduled leave.
- It is the employee's responsibility to ensure that he or she has sufficient leave balances prior to submitting a leave request. Supervisors should, whenever possible, verify leave balance & shift coverage before approving/disapproving the request. It is up to the employee taking the leave to make sure that approval has been granted for the requested leave.
- Supervisors may use their discretion to determine if an absence qualifies as scheduled or unscheduled and if leave can be approved.

4. Additional Information

- Absences may be covered under the Family and Medical Leave Act (FMLA). See Emory University Policy 4.73 – Family and Medical Leave Act (FMLA)

5. Breaks & Meal Periods

- Supervisors will communicate the appropriate break/lunch times to their respective work group(s).
- Employees are expected to take breaks as assigned.

- Alternate break schedules must be requested and approved in advance.
- Breaks other than meal breaks must be no longer than fifteen (15) minutes and may occur twice during a regular 8-hour work shift. Fifteen-minute breaks are forfeited if not taken.
- Two (15) minute breaks may be combined with 30-minute meal break with the approval of a supervisor/manager.

Guidelines for Absences

Supervisors are responsible for holding all employees accountable to the Campus Services Attendance Policy and keeping accurate records for each employee.

Supervisors are responsible for monitoring the attendance for all employees, for discussing and documenting unsatisfactory attendance with employees to ensure every effort is made to bring attendance concerns to an acceptable level. Excessive tardiness and/or unscheduled absences may lead to disciplinary action up to, and including, termination of employment (Policy 4.63 - Progressive Discipline).

Impact on Performance Evaluations

Poor attendance has an impact on employee performance, co-workers, customers and the Campus Services organization. An employee's attendance will be taken into consideration when evaluating an employee's productivity during the performance review process.

Related Policies and Procedures

Sick Leave for Biweekly Employees, Policy 4.33

Sick Leave for Monthly Employees, Policy 4.34

Family and Medical Leave, Policy 4.73

Medical Leave (Non-FMLA), Policy 4.77

Progressive Discipline, Policy 4.63

Termination of Employment, Policy 4.65

Revision History

October 8, 1998

January 23, 2003

January 20, 2005

September 30, 2005

September 12, 2006

June 16, 2009

March 1, 2012

March 23, 2012

April 30, 2018