1. STATEMENT OF POLICY:

The Law School and its staff members are in partnership with one another to provide a meaningful educational and student experience. Regular attendance and punctuality are important factors in achieving this objective.

2. POLICIES/PROCEDURES:

Policy

The Law School is aware that emergencies, illnesses or pressing personal business that cannot be scheduled outside work hours may arise and that, from time to time, it may be necessary for staff members to be absent from work. However, absenteeism and tardiness impose a hardship on other staff members and make it difficult for the Law School to operate efficiently. In addition, absence and tardiness result in delays which may impact the Law School's ability to provide a meaningful educational and student experience. Therefore, attendance and punctuality must be maintained at a high level and all staff members are expected to be at work during all scheduled hours. Regular and consistent attendance is an essential function of every staff member’s job. As such, to the extent permitted by law, attendance records may be considered when evaluating requests for promotions, transfers, personal leaves of absence and approved time off, etc.

Excessive absenteeism and/or tardiness are unacceptable and will subject staff members to disciplinary action up to, and including, dismissal from the Law School. Failure to report to work without authorization or notification for three (3) consecutive workdays may be considered job abandonment. The Law School may request verification for all absences, including, where appropriate, a medical certification from a health care provider.

Procedure

In case of illness or other circumstances preventing you from reporting to work on time, you must give notice of the impending absence or tardiness by calling your immediate supervisor or the individual designated by your Department, if any, at least thirty (30) minutes prior to the start of your shift. If you are unable to call personally, you must have a family member or friend call for you. Leaving a message with a co-worker is not proper notification; the message must be left with your immediate supervisor or the individual designated by your Department.