

Policy Title: **ATTENDANCE**

Fox Valley Technical College provides paid and unpaid leave time to handle situations requiring time away from work to full- and part-time regular management, support staff, and faculty employees. Employees are expected to maintain a prompt and appropriate attendance record. An absence occurs when an employee is not on the job at any time during his or her scheduled hours of work.

**Notification**

Absences must be reported to the appropriate person based on the department or division's established practice. Employees are encouraged to provide notification of an absence with as much advance notice as possible.

To ensure compliance with Family and Medical Leave Act regulations, an employee who is absent for longer than three days or has a planned absence (i.e., scheduled surgery), must notify his or her supervisor and Human Resources.

**Recordkeeping**

Accurate and complete records of full or partial days of absence are essential in monitoring attendance. It is each employee's responsibility to ensure that his or her absences are recorded in the attendance tracking system correctly. It is the supervisor's responsibility to monitor attendance records for all employees in his or her area or unit of supervision and approve or not approve absences for his or her employees.

**Unexcused Absence**

An unexcused absence is an absence that is not for a good cause and includes all no call absences, tardiness, and leaving work early. No call absences occur when an employee is absent and fails to provide notification of an absence. Tardiness is being late for scheduled work time. The only exception to tardiness or leaving work early is when it is prearranged and approved by the supervisor.

**Excessive Absenteeism**

In terms of monitoring for the potential of excessive absenteeism, Fox Valley Technical College regards two percent (based on the employee's annual contract or scheduled hours) as a benchmark for initiating a further case-by-case review. The number of sick and emergency leave days earned in a year should not be construed to mean that the employee is eligible to take them without concern for abuse of this benefit. Excessive and/or chronic absences may result in disciplinary action.

**Corrective Action**

Excessive absenteeism, unexcused absences, no call absences, and tardiness may result in disciplinary action. Discipline determinations will be administered on an individual case-by-case basis with allowances for extenuating circumstances. For the purposes of disciplinary action, absences will be reviewed in the context of frequency, pattern, lack of sufficient justification, and other such valid criteria. Absences due to FMLA, WFMLA, national health pandemic, jury duty, work-related injuries approved by worker's compensation, sabbatical leave, occupational leave, emergency closings, dependent care leave, or military leave do not constitute a basis for disciplinary action for excessive absenteeism.

*Adopted: 12/17/08*

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