

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.40	Effective Date 9/24/98 Revised 6/14/16 2/10/22	Page 1 of 1
POLICY		Approval: President's Cabinet	
Title EMPLOYEE ATTENDANCE			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide standards for employee attendance.

2. POLICY

It is the policy of the College that employees are expected to be at work on time as scheduled and defined by their job responsibilities.

3. DEFINITIONS

3.1 Unscheduled absences: Unplanned events, such as sudden illness or other unexpected circumstances, which prevent an employee from reporting to work.

4. REFERENCES

- Utah System of Higher Education Policy R915, Staff Employee Separations
- Ogden-Weber Technical College Time Cards policy (#510.3)
- Ogden-Weber Technical College Personnel Classifications policy (#520.5)
- Ogden-Weber Technical College Sick Leave policy (#520.6)
- Ogden-Weber Technical College Family and Medical Leave policy (#520.7)
- Ogden-Weber Technical College Vacation policy (#520.12)
- Ogden-Weber Technical College Employee Discipline policy (#520.28)
- Ogden-Weber Technical College Employee Conduct policy (#520.30)

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.40-PR	Effective Date 9/24/98 Revised 6/14/16 2/1022	Page 1 of 2
PROCEDURE		Approval: President's Cabinet	
Title EMPLOYEE ATTENDANCE			

1. Scheduled and Unscheduled Absences

- 1.1 Planned or other excused absences with or without pay must be requested by the employee and approved by the employee's supervisor in advance.
- 1.2 Employees shall notify their supervisors (or designees), as soon as practicable, of sudden illness or unexpected circumstances which prevent them from reporting to work as scheduled.
- 1.3 A family member or other responsible party shall notify the supervisor of an employee's absence as soon as practicable if the employee is unable to do so. The individual is expected to provide information on the situation and the employee's expected return date.

2. Tardiness

- 2.1 Employees shall immediately notify their supervisors (or designees) of any anticipated tardiness as soon as possible.
- 2.2 Salaried non-exempt employees who are late for work shall have their pay reduced as a result of the tardiness unless arrangements are made with their supervisor to make up the lost time (within the same work week).

3. Unauthorized Altering of Work Schedule

- 3.1 Supervisors shall provide employees with information about their work schedules.
- 3.2 Employees who alter their work schedules (e.g., leave early) without prior approval from their supervisors shall be subject to disciplinary action.

4. Abandonment

- 4.1 Employees who are absent from work for three (3) consecutive days and are capable of providing proper notification to their supervisors but do not, shall be considered to have abandoned their position.

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.40-PR	Effective Date 9/24/98 Revised 6/14/16 2/1022	Page 2 of 2
PROCEDURE	Approval: President's Cabinet		
Title EMPLOYEE ATTENDANCE			

- 4.2 Management shall notify Human Resources of the employee's job abandonment.
- 4.3 Human Resources shall send notification to the employee's last known address stating the College accepts the employee's resignation.
- 4.4 Employees who return after one or two days without notice shall be subject to disciplinary action in accordance with the Employee Discipline policy.

5. Discipline

Employees who are frequently tardy, absent from work, alter their work schedules without prior approval, or fail to follow approved College guidelines for absence notification are subject to disciplinary action up to and including termination of their employment.