

Villanova University Attendance Policy

For Facilities

Effective January 1, 2014

Revised April 1, 2016

POLICY

It is the policy of Villanova University to require prompt and regular attendance at work. Employment with Facilities carries with it the personal responsibility of each employee to be on the job promptly every scheduled day. Chronic lateness, leaving early or being absent (other than FMLA leave) is subject to corrective action and, if not corrected, could result in termination of employment.

ATTENDANCE

Circumstances may arise which will occasionally prevent an employee from reporting to work. Managers and Supervisors who are responsible for monitoring the allowed hours of personal absences may approve unusual and non-recurring situations in advance or in the case of an emergency, after the fact.

Patterns of absences or tardiness occurrences will be addressed in a one-on one session between the employee and their supervisor. Absences due to illness or injury of three (3) days or more may require medical documentation to be considered excused. Absences for other reasons may also require documentation. An absence of three consecutive workdays without notice or satisfactory explanation may be treated as job abandonment, and in effect, a voluntary resignation.

DEFINITIONS

Absent:

Villanova University considers an employee absent any time they are scheduled to work but do not report and have reported the absence to supervision. "Scheduled to work" is defined to include regularly-scheduled time, overtime sign-up, mandatory scheduled overtime, switches and holidays when the employee is scheduled to work.

Occurrences:

All consecutive workdays of an absence will be recorded as "one occurrence" (i.e. one absence) regardless of the number of days missed for the same reason. Absences separated by less than 48 hours may be considered the same occurrence with supervisory and Human Resources approval. Time away from work not considered an absence occurrence is noted below (under Absences Not Considered Occurrences).

No call/No show:

An absence will be considered "no-call/no-show" when the employee is absent for scheduled work hours without calling in (or otherwise notifying management of absence) within one hour of the scheduled start time. If departmental or area call-in procedures differ from the one-hour notification, the employee is expected to follow the department or area call-in procedures.

Late:

An employee will be considered late if they arrive more than five (5) minutes after their scheduled start time for work, or fail to clock in.

Leave Early:

An employee who reports to work and works any portion of their hours, and leaves before the end of their total scheduled hours for the day will be considered to have left early.

ATTENDANCE AND PUNCTUALITY GUIDELINES:

Listed below are the University guidelines for determining excessive absences and tardiness. The chart is a guideline, the University may choose a level of discipline different from the chart based on individual circumstances. The rolling 12-month period used in the attendance guidelines starts from the date of the first occurrence, not the date of hire or start of the calendar year.

Absences during rolling 12-Month Period;

| | |
|-----------------------|--------------------------|
| Five (5) occurrences | Verbal warning |
| Six (6) occurrences | Written warning |
| Seven (7) occurrences | Suspension level warning |
| Eight (8) occurrences | Final written warning** |
| Nine (9) | Termination** |

Tardiness during rolling 12-month period

| | |
|---------------------------|--------------------------------------|
| Six (6) occurrences | Verbal warning |
| Eight (8) occurrences | Written warning |
| Ten (10) occurrences | Suspension level (1 day without pay) |
| Twelve (12) occurrences | Final written warning** |
| Fourteen (14) occurrences | Termination** |

*** Final written warning and termination of employment require approval by Human Resources PRIOR to administration to an employee.*

ABSENCES NOT CONSIDERED OCCURRENCES:

- Pre-approved vacation time

- Floating holiday (pre-scheduled and approved by manager or supervisor)
- Military duty
- Bereavement leave (as defined by Human Resources policy)
- Regularly scheduled day off
- An absence occurrence that develops into an approved medical leave of absence
- Workers Compensation absence
- Approved time off without pay
- Approved Family Medical Leave Act leave
- Approved personal leave of absence
- Pre-approved medical leave

EMPLOYEE RESPONSIBILITY

An employee unable to report for scheduled work is responsible for notifying their manager by phone prior to their starting time, indicating the reason for absence and when they expect to return. This notification should be made by the employee personally, to the supervisor, unless management has designated another contact. In an emergency situation where the employee is unable to notify the supervisor personally a family member may make the notification. In such cases, the employee should contact the supervisor as soon as possible. In cases where the employee is required or has volunteered to work outside their normal schedule, including change to their start time, voluntary overtime, or mandatory overtime, the same responsibility applies. If the employee fails to provide call-off notice (one (1) hour prior to the start of their scheduled shift) the employee's pay may be docked for the absence.

In cases where there will be several days of absence, the employee must call in each day to the supervisor or designee. If an absence will be for a defined period of time, the supervisor may waive a daily call-in.