


# PROCEDURE

<b>Subject</b>	<b>Career Employee Absences</b>	<b>Number:</b> 2.02.01
<b>Source</b>	Human Resources	<b>Reference (Rule #)</b> 6HX14.2.02
<b>President's Approval/Date:</b> 3/4/11		

## I. PURPOSE

To provide career employees with the guidelines for reporting and recording absences.

## II. PROCEDURE

All career employees should report any anticipated absences to the Office of Human Resources by using the Request for Leave of Absence Form. Any unauthorized absence without leave is subject to dismissal and loss of Workers Compensation insurance coverage. In the case of illness, an employee should notify his or her supervisor as soon as possible, prior to work.

All non-exempt career employees must complete a weekly timecard. Any absence must be reflected on the timecard and a Request for Leave of Absence must be completed prior to the leave except in the use of personal illness. In such a case, a Request for Leave of Absence must follow immediately upon returning to work.

Timecards must be completed daily to accurately reflect time worked. All timecards are due in the Office of Human Resources on the last working day of the week, or as announced by the Payroll department prior to Holidays or College breaks. Failure to submit a timecard on time could result in delay of paycheck.