

3354:2-20-71 Attendance

<u>CONTINUING</u> <u>Admin. & S/P</u>	<u>TEMPORARY</u> <u>Admin. & S/P</u>	<u>TENURE-TRACK</u> <u>Faculty</u>	<u>NON-TENURE TRACK</u> <u>Faculty</u>
x <u>Full-time</u>	x <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
x <u>Partial-year</u>	x <u>Partial year</u>		<u>Part-time</u>
x <u>Part-time</u>	x <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	x <u>Full-time</u>		
x <u>Partial-year</u>	x <u>Partial-year</u>		
x <u>Part-time</u>	x <u>Part-time</u>		

(A) Attendance Standard

- (1) The College has established the acceptable rate of absenteeism to be 10 or less days per year, exclusive of college-approved, long-term leaves of absence.

(B) Violation of Standards**(1) Excessive Absenteeism**

- (a) Employees exhibiting a pattern of excessive and/or unwarranted absenteeism will be subject to corrective action.

(2) Failure to Notify Supervisory of an Absence

- (a) An employee who fails to request or notify his/her supervisory of record of an absence in a fashion established in Policies 3354:2-20-52, 20-53, 20-54, 20-58, and 20-59 and/or in accordance with departmental procedures, shall not be eligible for use of accrued benefit hours and, after three consecutive days, may be subject to termination.

Replaces: 3354:2-20-71

Effective: 07/07/1994

CERTIFIED ELECTRONICALLY

Certification

03/13/2015

Date

Promulgated Under: 111.15
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