



ATTENDANCE

Regular attendance and punctuality are critical to efficient University operations. Because every position directly affects the flow of work, proper procedures must be followed if you must be absent from work.

If you are unable to report to work for any reason, you must contact your immediate supervisor with the reason for your absence by no later than the time you would be expected to report to work or as soon as possible, whichever is earlier. Service Staff are expected to contact their immediate supervisor with the reason for their absence at least one hour prior to starting time. This lead time is needed in order to make arrangements to cover your assignments during your absence. Each department head is responsible for establishing a call-in time, if different from these guidelines.

Centenary University understands that there are occasions when an employee will not be able to preplan for an absence. However, this should be the exception and not the norm. If an employee consistently calls out unscheduled, the Department Head should discuss this with the employee and advise that unscheduled absences negatively affect the work flow in the department and negatively impact co-workers who must step in for the employee. If after the Department Head or his/her designee meets with the employee to advise that calling out unscheduled consistently is unacceptable and there is no improvement, the employee will be subject to further disciplinary action up to and including termination. Employees should also refer to the Rules and Regulations Section of this Staff Handbook.

If you cannot come to work and are unable to reach your supervisor, you should leave a voicemail or email message for your supervisor but should follow-up and speak directly to him/her at the earliest possible time. If you are ill, you must provide proper notice, as outlined above, in order to be eligible for paid sick time.

If you do not report to work and do not call your supervisor with a reason for your absence for a period of three (3) consecutive workdays, you have, in effect, voluntarily resigned your employment with Centenary University.

Employees who choose not to come to work due to inclement weather should contact their immediate supervisor by 10:00 a.m. declaring the absence to be a personal day, a vacation day, or compensatory time, if available. You may not use a sick day for weather related absence. You may leave a voicemail or email message for your supervisor. In the event that the employee has no available personal, vacation and compensatory time, the employee's paycheck is subject to a reduction in pay.

All absences for non-exempt hourly employees (AEs), must be recorded in the ADP Portal, Time and Attendance Module in a timely manner and the time must be approved by a supervisor. All absences for salaried non-exempt (AOs) must record their time in the ADP Portal, HR Benefits. If you are on a scheduled vacation, personal, or floating holiday and the University closes due to inclement weather, you will be charged for the planned day off.

If you are absent for any reason you must record your time in the ADP Portal. Failure to do so is considered theft of time and is subject to disciplinary action up to and including termination. The official pay week is Monday through Sunday.