ATTENDANCE AND ABSENCE REGULATIONS

All employees are expected to work regular hours to ensure the proper operation of the College. Employees unable to report to work should notify the appropriate supervisor. Employees with unauthorized absences may be dismissed.

See following page for procedure.

Adopted November 19, 1981
Reformatted October 7, 1986
Reformatted February 2012
ATTENDANCE AND ABSENCE REGULATIONS

All employees are expected to work regular hours to ensure the proper operation of the College. If an employee is unable to report to work, he or she must notify a supervisor. Employees with unauthorized absences may be dismissed.

Attendance

All professional employees should work the hours necessary to operate the College properly.

All paraprofessional employees shall work a normal workday and workweek. The normal workday is eight hours long from 8:00 a.m. to 5:00 p.m. One hour is for lunch, at a time approved by the supervisor. The normal workweek is five (5) days, Monday through Friday.

At times the workweek or workday may vary, and all paraprofessionals must work the hours required by the supervisor.

Each half day, supervisors may allow paraprofessionals rest periods not to exceed twenty minutes (portal to portal).

Absences: Authorized and Unauthorized

Employees who cannot come to work must notify their supervisor at least one hour before their workday begins.

An employee who fails to notify the College without a good reason may be disciplined by the supervisor. The College will consider any employee absent for three (3) consecutive days without an authorized leave to have resigned. If the employee can present extenuating circumstances, however, the supervisor may grant a subsequent leave with or without pay.

Adopted November 19, 1981
Reformatted October 7, 1986
Reformatted February 2012