



Angelo State University
Operating Policy and Procedure

OP 52.04: Attendance

DATE: September 30, 2019

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish a policy for employee attendance and for handling employee absences and instances of tardiness.

REVIEW: This OP will be reviewed in February every five years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by March 15th of the same year.

POLICY/PROCEDURE

Punctual and regular attendance is expected of all university employees during standard work days or shifts. To ensure adequate staffing, maintain positive employee morale, and meet expected productivity standards throughout the university, employees will be held accountable for adhering to his/her designated work schedule.

1. General

Under the Texas Government Code, Section 661.098, the university must keep a record of time and attendance for each of its employees. This record must include:

- a. Time and attendance records;
- b. Record of the accrual and taking of vacation and sick leave;
- c. Record of the reason an employee takes leave if other law requires the employee to inform the agency of the reason; and
- d. Record that shows whether any leave taken is accounted for as sick leave, vacation leave, other paid leave, leave without pay, or other absence.

2. Definitions

- a. *Absence* – For the purpose of this policy, an absence is defined as the failure of an employee to report for work during his/her designated work schedule when the time off was not scheduled or approved in advance as required by department notification procedure.
- b. *Tardy* – Tardy is defined as the failure to report for work at the time scheduled and/or the failure to return to work promptly at any point during the normal schedule (lunch,

break, etc.).

- c. *No Call/No Show* – A no call/no show is defined as not reporting to work and not calling to report an absence as required by department standards.

3. Procedure

a. Notification Procedure

When unable to report to work on time, regardless of reason, an employee is expected to notify his/her immediate supervisor or department head as soon as possible, and no later than the first 30 minutes of the start of the work day or work shift.

Each department will make a reasonable effort to establish standards and guidelines for the notification of absences, including, but not limited to who is to be notified regarding the absence and the expected time frame for such notification.

An employee who fails to report to work without notification to his/her supervisor for a period of three days or more will be considered to have voluntarily terminated his/her employment with the university.

b. Disciplinary Process

Supervisors should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled use of accrued time off or leave without pay, they should discuss this concern with the employee.

When an employee exhibits unsatisfactory attendance or tardiness, supervisors should follow the same procedures as outlined in [OP 52.10 Discipline and Dismissal](#). This includes disciplinary actions of verbal counseling, written warnings, and possible suspension or termination. Supervisors should consult with the Office of Human Resources when taking disciplinary action against an employee. Any disciplinary action, including verbal warnings, should be documented on the employee's annual performance review.

Below is a chart that offers guidance on when a supervisor should take disciplinary action because of attendance issues. Supervisors do not have to strictly follow the timeframes and actions listed on the chart and should use discretion to evaluate any extenuating circumstances that led to the employee's attendance issues. Supervisors may consult with human resources regarding the evaluation of these extenuating circumstances.

	Occurrences/Days	Discipline Action
1 Occurrence equal to: 1 Absence or 2 Tardies	4 Occurrences	Verbal counseling
	6 Occurrences	Written warning
	8 Occurrences	Written performance plan
	10 Occurrences	Suspension/Termination
Single Day of No Call/No Show	1 Occurrence	Written warning
	2 Occurrences	Written performance plan
	3 Occurrences	Termination

[Minor revision: September 30, 2019]

Refer to [OP 52.10 Discipline and Dismissal](#) for further information regarding disciplinary action and documentation of such actions.

4. Reporting Leaves of Absences

Employees are required to report hours worked and leave usage in a manner and form prescribed by the university in order to meet the payroll processing deadlines.

Refer to [OP 52.59 Miscellaneous Time Away From Work](#) for more information.