

ABSENTEEISM

Section 1. All sections in this article will be applied individually to each position held by an employee.

Section 2. Any employee absent without authorized leave for three scheduled workdays in an academic term will be deemed to have resigned and will be considered a voluntary separation from service. When an employee has been absent without authorized leave for three (3) scheduled workdays in an academic term, the university will send an email to the employee's university email, notifying the employee that the employee is deemed to have resigned. The employee will be allowed five (5) calendar days from the date of the email to present extenuating circumstances to their immediate supervisor(s). Such absences may be excused by the supervisor, however, when extenuating circumstances are found to have existed. An instance of a no-call, no show absence is subject to discipline, up to and including termination.

Section 3. When departments request an employee's availability for scheduling purposes, departments must provide the employee with at least one week's notice to submit their availability. Employees who fail to submit their availability by the stated deadline will be deemed to have resigned from their position. Employees may be provided an extended period to provide their availability information when extenuating circumstances are presented to the department ~~no later than one week~~ before the deadline stated in the request, provided the extenuating circumstances justify such an extension by the department.

Section 4. Departments maintain the sole and exclusive authority to establish a minimum hour requirement for employees.

Employees who fail to meet weekly or monthly minimum hour requirements over any two (2) consecutive weeks or months during which the employee is scheduled to work at least the minimum hours in each week or month, may be deemed by the department to have resigned from their position unless the employee receives prior approval from the department to work hours less than the minimum.

When employees fail to meet the minimum hours requirements as identified above, the university will send an email to the employee's university email, notifying the employee that the employee is deemed to have resigned. The employee will be allowed five (5) calendar days from the date of the email to present extenuating circumstances to their direct supervisor(s). Exceptions may be provided when extenuating circumstances justify such an exception by the department.

Departments maintain the sole and exclusive authority to establish new minimum hours requirements each term. When new minimums are established by the department, employees will be provided at least two (2) weeks' notice of such change.