

## ABSENCES

**Section 1.** All sections in this article will be applied individually to each position held by a student worker.

**Section 2. Unauthorized Absences.** Student workers are expected to work the duration of all assigned shifts. Student workers who are unable to work their assigned shifts must communicate with their supervisor as soon as possible. Departments should provide reasonable time off for student workers who need to miss work for emergencies or medical reasons, including after sick leave has been exhausted. Emergencies are defined as a serious, unexpected, and often dangerous situations requiring immediate action. Departments may establish their own call-out procedures.

Unless an absence is otherwise approved or permitted, it may constitute an unauthorized absence. The use of protected leave will not be considered an unauthorized absence. Student workers with one or more unauthorized absences may be subject to discipline consistent with the Discipline and Discharge article.

**Section 3. No Call, No Shows.** Instances of a no-call, no-show absence may be subject to discipline consistent with the Discipline and Discharge article.

**Section 4. Voluntary Resignation.** Any student worker who meets any of the below criteria may be deemed to have resigned and will be considered a voluntary separation from service:

- Absent without authorized leave for three (3) consecutive scheduled workdays.
- Repeated failure to submit availability by the stated deadline, unless granted an exception.
- Repeated failure to meet the weekly or monthly minimum hour requirements, unless granted an exception.

When any of the above criteria are met, the University will send an email to the student worker's university email, notifying the student worker that the student worker is deemed to have resigned, as well as the reason for the resignation. The student worker will be allowed seven (7) calendar days from the date of the email to present extenuating circumstances to their immediate supervisor(s). Resignations may be overturned when extenuating circumstances are found to have existed.



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