

## **UMKC Central Attendance Guidelines**

The purpose of this policy is to ensure consistent office coverage and appropriate pay for time worked.

### **High-impact calendar dates:**

Below is a list of high-impact calendar dates critical to the mission of the office. Time off requests during these timeframes are strongly discouraged and time off may be permitted on a case by case basis only.

1. Walk In Review Days (All semesters)
2. First week of classes (All semesters)
3. Second week of classes (Fall and Spring)
4. New student orientations

### **Compensatory time:**

In accordance with [HR-215 compensatory time](#), employees are given compensatory time off in lieu of immediate overtime pay at a rate of one and one-half hours for each hour of overtime worked. In the event that additional work hours are required, arrangements must be pre-approved by an employee's immediate supervisor. Employees must fill out their time and labor time sheet to reflect the time worked. If an employee is working outside of a prearranged compensatory time, the employee must email supervisor to let them know when they arrive and leave.

Compensatory time can only be earned during a week where a full 40 hours have been/will be worked.

### **Time off for attending class:**

If an employee needs a non-standard schedule in order to attend classes during a semester, the employee must email a proposed schedule to meet their 40 hours per week of work to their supervisor for approval at least two weeks prior to the start of the semester.

### **Vacation and personal time:**

Vacation or personal leave is subject to the immediate supervisor's approval. Vacation and personal time usage is handled in accordance with [HR-402 Vacations](#) and [HR-403 Personal Days](#).

A minimum of two employees, not including the manager, are required to be in the office when the University is open. No more than one employee will be granted time off on any given day. If the requested day(s) off will affect the early or late shift schedule, it is the employee's responsibility to find coverage for that shift.

Vacation requests must be submitted via email to the manager at least 2 weeks in advance of the requested dates. Approved requests will be indicated on the UMKC Central shared calendar.

**Unscheduled Absence/Sick Leave:**

Please contact your manager by phone/text or email in the event you are unable to make it to work. You are expected to notify the office at least 30 minutes prior to the start of the scheduled workday.

If sickness occurs during the day please let your manager know that you will be leaving so your absence can be indicated on the UMKC Central shared calendar.

After three consecutive day's absence due to illness or other pattern of absence due to illness, a doctor's note may be required. Failure to provide satisfactory proof of illness may result in disciplinary action up to and including termination. ([HR-404 Sick Leave](#))

**Tardiness:**

Employees are expected to be at their desk prepared to begin work at their designated shift start time. Excessive tardiness will not be tolerated; being tardy six or more times within a 6-month rolling period will result in disciplinary action up to and including termination.

Any person who is tardy should report this to their manager immediately and is expected to make up the lost time in a manner that is approved by their supervisor. If the employee does not wish to make up the time, they will have to use vacation time to cover the absence. If no vacation time remains, this time will be considered absence without pay.

**Absence without pay:**

If an employee does not have any accrued time available when requesting time off, supervisory approval is required. Any non-approved absence without pay is subject to disciplinary action up to and including termination.

**Discipline:**

Employees who are frequently tardy or absent or who fail to follow approved departmental guidelines for notification are subject to disciplinary procedures up to and including termination.

I have read and understand the UMKC Central Attendance Guidelines.

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Employee Signature

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Date