

SOP: **PO-06**

Title: **LARC Employee Attendance Policy**

SOP Last Revision Date:
17Nov11

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the guidelines for attendance regarding Laboratory Animal Research Core (LARC) employees on the campus of the University of Missouri-Kansas City. Dependable and prompt attendance is an essential function of every staff position at the University. The efficiency of the entire work group is impaired if every individual is not present when expected. Planned absences such as vacations should be scheduled in advance.

Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum. This policy contains criteria for which will be considered the standards for the LARC. At any time the employees supervisor is unavailable by phone (both work and cell) a designated individual appointed by the supervisor is to be contacted by work phone or email.

REFERNCES

- A.** Human Resource Policy Manual (HR-107 Attendance)
- B.** Leave of Absence (UMUW Form 108)
- C.** LARC Management

POLICY GUIDELINES

A. Scheduled Absences

- a. Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical, dental appointments and scheduled surgery must also be approved by the supervisor. Additionally, comp-time (time in lieu of weekend work) is to be approved by the supervisor in advance.
- b. Upon an approved absence, the employee is responsible for finding a substitute and to notify their supervisor as to the replacement. After the supervisor confirms the replacement, the substitute assumes all responsibilities as their own.

B. Unscheduled Absences

- a. Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her supervisor immediately. If this is not possible, a family member should alert the supervisor as soon as possible to explain the situation and indicate the expected date and time of return. Additionally, if the employee is unable to report to work, their supervisor should be notified BEFORE the work shift is to begin.
- b. An employee may be asked to verify medical or dental visits with written confirmation from medical or dental personnel. Failure to provide confirmation may result in disciplinary action.
- c. Excluding approved vacation, an excess of absences (16 hours or more per month) or if the employee's absence is disrupting work flow to the degree that day to day activities are not performed to LARC Standards, disciplinary action may be taken.

C. Tardiness

- a. An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 30 minutes or more, an employee is required to call their supervisor immediately. Nonexempt employees who are late will have a pay reduction.
- b. Excessive tardiness (two or more times per week) may result in disciplinary action.
- c. If the employee's tardiness is disrupting work flow to the degree that day to day activities are not performed to LARC Standards, disciplinary action may be taken.

D. Discipline

- a. Employees who are frequently tardy or absent or who fail to follow approved departmental guidelines (this SOP), for notification are subject to disciplinary procedures up to and including termination.

E. Reporting Absences

- a. If you are unable to reach management by phone, a message is to be left on management's phone or emailed if they do not answer when you are absent or late. Management may request that you phone back to leave a message or email even if they were available for documentation purposes.
- b. All absences from work including vacation, sick leave, personal days, or other excused or unexcused absences must be reported on the employee's time-sheet that is signed by the employee and approved by the supervisor.