

Saint Louis University

Information Technology Services

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Attendance Policy

<i>Responsible Parties</i>			
Prepared By	Document Version details		Phone Number
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Effective Date:	June 1, 2009	Last Updated:	May14, 2009
Divisions or Departments Affected:		Information Technology Services	
Approved By:		Approval Date:	

Audience

This document applies to all SLU Information Technology Services full time employees and interns.

Responsibilities

<i>Executive Sponsor</i>	<i>Saint Louis University ITS CIO</i>
<i>Key Stakeholders</i>	<i>Saint Louis University, Saint Louis University Information Technology Services</i>
<i>Document Owner</i>	<i>Saint Louis University ITS Quality Assurance Office</i>
<i>Document Management</i>	<i>Saint Louis University Quality Assurance Department is responsible for the publication, notification and maintenance of this document. CIO is responsible for approving all changes to this policy.</i>
<i>Implementers</i>	<i>All Saint Louis University ITS management is responsible for ensuring that the requirements in this document are implemented</i>

Document Change Record

Version Number	Date	Description
1.0	May 11, 2009	Initial Draft

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Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Katherine Krajcovic & Ed Wichmann	Initial Version	May 11, 2009

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Scope

This policy covers the ITS attendance guidelines

Purpose

The purpose of this policy is to inform all ITS staff and interns of the expectations of attendance.

Definitions The following are definitions of commonly used terms for which the general meaning may not be known or understood by the campus community:

Corrective Measures Verbal and/or written warning related to the offense

Excessive Absenteeism More than five (5) unplanned occurrences per calendar year

Occurrence - One or more consecutive days [of sick time]. For example, one occurrence could equal 3 days, if taken consecutively

Policy

The ITS organization, like the University, expects all staff members to assume responsibility for their attendance and promptness. Recognizing, however, that illness and injuries may occur, the University and therefore ITS, has established sick leave and long-term disability benefit plans to compensate employees for time lost for medical reasons. In addition, the Family and Medical Leave Act (FMLA) provides for excused absences caused by a qualifying health condition. (Please see appropriate sections of the University Employee handbook for information regarding these benefits.)

For the ITS area, please make note of these general guidelines on attendance:

- If you are unable to work because of illness, please notify your direct supervisor or department manager within 1 hour of the start of your shift on each day of absence
- If you are unable to arrive to work by your scheduled start time for reasons other than illness, please notify your direct supervisor or department manager within 30 minutes or as soon as possible prior to the start of your shift
- Staff members who are frequently absent or tardy and/or are absent without notifying their supervisors may be subject to corrective counseling
- Employees who are absent without proper notice for three consecutive working days are considered to have resigned their positions

Excessive absenteeism is defined as more than five (5) occurrences of absenteeism per calendar year. An occurrence is defined as one or more consecutive days of sick time. For example, one occurrence could equal 3 days, if taken consecutively. In addition, if your position is in an area where shift coverage is mandatory, tardiness can become an issue, since each team member is reliant on the attendance and timeliness of his/her teammate for coverage reasons. Tardiness, i.e. arriving to work after your scheduled start time can result in corrective action after three (3) occurrences and will be left to the discretion of the direct supervisor or manager to initiate any potential corrective measures which may include a verbal and/or written warning up to and including termination.

These guidelines are to be used in conjunction and in addition to the absenteeism and tardiness policies set forth by the Human Resources Department of Saint Louis University.

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Questions about This Policy

If you have questions about this policy, please contact the ITS Business Office at 314-977-7223.

Failure to follow this policy can result in disciplinary action as provided in the Staff Employee Handbook, any Student Worker/Intern employment information, and Faculty Handbook. Disciplinary action for not following this policy may include termination, as provided in the applicable handbook or employment guide.

Approval and Amendments

Changes to this Policy may be necessary from time to time. At a minimum, the Policy will be reviewed and approved annually. All changes to this Policy will be approved by the Chief Information Officer and Office of General Counsel. Policy Documentation, including a record of all changes to the charter, will be maintained by the Quality Assurance Office and available for inspection.

Other Policies Referenced

- FMLA
- SLU HR Attendance Policy

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1.0	May 11, 2009	Initial Draft