1. **Policy Purpose Statement**

This policy establishes attendance guidelines and expectations for all employees of Kennesaw State University (KSU). Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Regular and punctual attendance is required for all employees.

2. **Background**

Regular and punctual attendance is an expectation of performance for all Kennesaw State University employees. To meet expected productivity standards throughout the University and ensure adequate staffing and positive employee morale, employees will be held accountable for adhering to their workplace schedule.

3. **Scope (Who is Affected)**

This policy applies to staff and students employed by the University.

4. **Exclusions or Exceptions**

Faculty attendance policy is governed by Academic Affairs and located in the KSU Faculty Handbook. Departments with attendance policies previously approved by and on file with HR.

5. **Definitions and Acronyms**

   - **Absence**: Failure of an employee to report for work when scheduled to work.

   - **Human Resources (HR)**: KSU Office of Human Resources.

   - **Lunch/Meal Break**: KSU provides employees with a 30-minute to an hour meal break. Meal breaks are unpaid.

   - **No Call/No Show**: Three consecutive absences from the workforce without notifying the employer.

   - **Rest Break**: KSU provides employees with up to a 15-minute paid rest break.
**Tardy**: Failure to report for work at the assigned/scheduled work time.

6. **Policy**

Employee attendance to work is paramount to the operation of the University. Therefore, every employee (staff and student assistants) is expected to adhere to their work hours as scheduled by the manager or department leader. Employees needing to be absent or tardy must report the absence or tardy as described further below.

Employees engaging in unsatisfactory attendance (i.e., excessive absences or tardiness) will be subject to disciplinary action up to and including termination. Failure to follow department policy for reporting absences or tardiness will also result in disciplinary action up to and including termination.

Upon an employee’s hire, it is the supervisor’s responsibility to establish and inform the employee of the approved method of communication to report unscheduled time off. In addition, the supervisor is responsible for establishing and informing the employee of an alternate method of communication in the event the supervisor is unavailable.

Work schedules are established by the department leadership based on business and position needs. Unless otherwise directed by their supervisor, employees are required to speak directly with their supervisor when calling out from work.

Employees are expected to be at their work area in a fit condition and ready to work at the starting time. Work activity should commence at established starting times and continue until the normal designated stopping times for rest breaks, lunch/meal breaks, and end of the workday.

If an employee will be tardy or absent, they should personally contact the appropriate supervisor, using the agreed upon method of communication at least two hours before their scheduled start time, except in cases of unavoidable emergencies. Failure to provide such notice may result in an unreported absence and/or the absence being coded as a “No Call/No Show.” If an employee is not present for work and does not call for three consecutive scheduled work shifts, they may be considered to have voluntarily resigned. When this occurs, the manager will consult with Human Resources before taking any action.

Making up hours due to tardiness is a privilege granted on infrequent occasions and is at the discretion of the supervisor. Individual work units will define their own rules and processes regarding making up time. If authorized by the supervisor, employees may be allowed to make up lost time from an approved appointment, an approved late arrival or on other approved occasions. Make up time is prearranged by submitting a request in writing to the supervisor. However, if an employee is late and wishes to make the time up, he or she can request this in writing to the supervisor and include an explanation of the circumstances contributing to the tardiness. Make up time must be completed within the same work week.

Examples of activities which may result in disciplinary actions include, but are not limited to:

- Failure to follow policy for reporting absences
- Excessive tardiness
- Taking longer and/or extra rest breaks than those scheduled
- Taking longer lunch/meal breaks than scheduled.
- Unauthorized time away from assigned work area
• Excessive absenteeism
• A pattern of absences falling on days before or after holidays, weekends, or vacation days

If an employee begins to develop a record of excessive absenteeism, their supervisor may require other reporting policies and procedures be followed.

7. Associated Policies/Regulations
   a. Inclement Weather Policy
   b. Teleworking/Alternate Work Arrangement Policy

8. Procedures Associated with this Policy.
   a. Employee Handbook, including Section 5.1.1, Attendance
   b. Leave of Absence and FMLA

9. Forms Associated with this Policy.
   As required by policy, regulation, or procedure.

10. Violations
    Violators of the Attendance Policy may be subject to disciplinary action up to and including dismissal.

11. Review Schedule
    This policy is reviewed annually by the Chief Human Resources Officer or designee.