Information Technology Services

Attendance Policy

Audience
This document applies to all Saint Louis University (SLU) departments, information technology services (ITS) systems and applications.

Responsibilities
Executive Sponsor
SLU Chief Information Officer

Key Stakeholders
SLU, SLU ITS, Business Services, Customer Service Group

Document Custodian
SLU ITS Quality Assurance Office

Document Management
SLU Quality Assurance Office is responsible for the publication, notification and maintenance of this document. The Executive Sponsor is responsible for approving all changes to this policy.

Implementers
ITS Business Services, Customer Service Group is responsible for ensuring that the requirements in this document are implemented.

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.1</td>
<td>5/11/2009</td>
<td>ITS Attendance</td>
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</tbody>
</table>
Table of Contents
Revision History ...................................................................................................................................... 3
Introduction ........................................................................................................................................ 4
Scope .................................................................................................................................................. 4
Purpose ............................................................................................................................................... 4
Definitions ......................................................................................................................................... 4
Policy .................................................................................................................................................. 4
Roles and Responsibilities ................................................................................................................ 4
Affected Applications ....................................................................................................................... 5
Other Policies or Procedures Referenced ....................................................................................... 5
Questions About This Policy .......................................................................................................... 5
Approval and Amendments ............................................................................................................. 5

<table>
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### Revision History

<table>
<thead>
<tr>
<th>Version Number*</th>
<th>Prepared By</th>
<th>Description of Changes</th>
<th>Date of Approval</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Katherine Krajcovic &amp; Ed Wichmann</td>
<td>Initial Version</td>
<td>5/11/2009</td>
<td></td>
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<tr>
<td>1.1</td>
<td>Melody Beacham</td>
<td>Move content to revised ITS Policy Template</td>
<td>4/5/2011</td>
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</table>

*Minor revisions* should be indicated by changing the minor number (i.e. 1.3 to 1.4 would indicate a minor revision). Minor revisions include, but are not limited to, changes in verbiage or minor policy changes that do not require the document to be rerouted through the approval process.

**Major revisions** should be indicated by changing the major number (i.e. 1.4 to 2.0 would indicate a major revision). Major revisions include significant content changes that require the document to be rerouted through the approval process.
**Introduction**
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.)

**Scope**
This policy covers the ITS attendance guidelines.

**Purpose**
The purpose of this policy is to set expectations of attendance for all ITS staff and interns.

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

- **Corrective Measures** – Any verbal or written warnings related to an offense.
- **Excessive Absenteeism** – More than five (5) unplanned occurrences per calendar year.
- **Occurrence** – One (1) or more consecutive day(s) of unplanned absenteeism. One occurrence could equal three (3) days, if taken consecutively.

**Policy**
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 one (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 thirty (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 (3) 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 (1) occurrence could equal three (3) days, if taken consecutively.

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.

**Roles and Responsibilities**

It is the responsibility of SLU workforce members to read, understand, and follow this policy. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her supervisor or the document owner.

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<tr>
<th>Role</th>
<th>Responsibilities</th>
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**Affected Applications**

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<thead>
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<th>Application Name</th>
<th>Version</th>
<th>Business Owner</th>
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**Other Policies or Procedures Referenced**

<table>
<thead>
<tr>
<th>Policy Number (If Applicable)</th>
<th>Policy or SOP Title</th>
<th>Online Location</th>
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<tr>
<td></td>
<td>Family Medical Leave Act (FMLA)</td>
<td><a href="http://www.slu.edu/x40828.xml">http://www.slu.edu/x40828.xml</a></td>
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<tr>
<td></td>
<td>Saint Louis University Human Resources Staff Handbook</td>
<td><a href="http://www.slu.edu/x40240.xml">http://www.slu.edu/x40240.xml</a></td>
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<tr>
<td></td>
<td>Section G: Time Off From Work</td>
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**Questions About This Policy**

If you have questions about this policy, please contact the Quality Assurance Office at qaoffice@slu.edu.

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, this policy will be reviewed and approved annually. All changes to this policy will go through the published revision and approval process. This policy, associated policies and documentation, including a record of all changes, will be maintained by the Quality Assurance Office and available for inspection.