



**Supporting Documents:** Attendance Policy Guidelines & Definitions

**Policy Category:** Administrative Services- Human Resources

**Policy Number:** 03.001

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Guidelines and Definitions:

A. Absence.

Defined: Absence is the failure of an employee to report for work when the employee is scheduled to work.

1. Excused Absence occurs when all four of the following conditions are met:

- i) The employee provides sufficient notice to his or her supervisor;
- ii) The reason is found credible or acceptable by his or her supervisor (see #2 below);
- iii) Such absence request is approved by his or her supervisor;
- iv) The employee has sufficient accrued leave time to cover such absence.

Employees must take earned accrued time for every absence unless otherwise allowed by college policy e.g. Jury Duty, etc.). Hocking College uses a calendar year when determining an excessive amount of unexcused absences. See #2 below).

2. Unexcused Absence occurs when one of the four conditions in (A-1) is not met. If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee must notify his/her supervisor no later than 30 minutes after the employee's scheduled starting time on that same day. If you are unable to call, have someone make the call for you.

3. Sixteen (16) hours of unexcused absence may subject employee to immediate termination. Progressive discipline will be administered according to the table in Section D.

4. An unexcused absence will be documented for all employees who miss work when they are out of accrued leave time (sick/vacation), unless FMLA guidelines require a different practice.

Employees who have five (5) consecutive days of excused absences because of illness or injury must give Hocking College proof of physician's care. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying

- (a) The nature of the illness or injury;

- (b) If and when the employee will be able to return to work, if applicable; and
- (c) Whether the employee is capable of performing their regularly scheduled duties, and if not, what duties the employee is capable of performing.

The employee is responsible for providing Hocking College with the above described physician’s proof of physician’s care. Without an acceptable excuse, the employee may be subject to immediate termination.

B. Sufficient Notice – To be considered an excused absence as defined in B), sufficient notices must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence of 8 hours or more, employees must give a notice of one week (7 days).
2. For a scheduled absence of less than 8 hours, employees must give a notice of two working days. (No exceptions).
3. For an emergency absence occurring a) at the beginning of the employee’s shift, employees must notify their supervisor within 30 minutes after the beginning of their shift and b) during the employee’s shift; employees must notify their supervisor prior to leaving the premises.
4. Your supervisor must approve any exceptions to this provision or any conflicts in scheduling.

C. Tardiness

You are expected to report to work on time. If you can’t report to work as scheduled, you should notify your Supervisor no later than 30 minutes after your regular starting time. This notification does not excuse the tardiness but simply notifies your Supervisor that a schedule change may be necessary.

There is a 5 minute grace period in the morning and a 2Gminute grace period when coming back from lunch. Supervisors will track when this grace period is used in excess, i.e. more than 10 times in one year. Once an employee has used 10 grace period allowances, they will forfeit use of a grace period and any tardiness will result in an unexcused absence.

D. Progressive Discipline for Unexcused Absences

First Instance	Verbal Warning
Second & All Future Instances Totaling Fewer Than 16 hours	Written Warning
At 16 Hours of Accumulated Unexcused Absences	Subject to Termination