

ABSENTEEISM AND TARDINESS

The University of Louisiana at Monroe expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries occur, The University of Louisiana at Monroe offers sick leave for certain time lost.

Should an employee be unable to work because of illness, the supervisor or department head must be notified in accordance with departmental policy. Failure to properly notify the department could result in an un-excused absence. The University reserves the right to require an employee to be examined by a health care professional designated by the University at its discretion, especially where abuse is suspected. For example, when an employee's leave record indicates a pattern of short absences and/or frequent absences before or after holidays or weekends.

For any department to operate efficiently, each employee must be at their place of assignment at the scheduled time. Excessive tardiness on the part of any employee should be considered when recommending salary increases or promotions. Employees reporting to work late will be subject to being docked for the actual time missed. Employees with continued tardiness records should be recommended for disciplinary action. Absenteeism or tardiness that is un-excused or excessive in the judgment of the University is grounds for disciplinary action, up to and including dismissal.