

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.A.40**

**AREA: General**

**SUBJECT: Staff Attendance and Punctuality**

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1. PURPOSE

Staff employees are responsible for maintaining regular attendance sufficient to perform the duties and responsibilities of their positions productively and efficiently, with minimal disruption to the work schedules of their respective work groups. This document describes the attendance and punctuality standards expected of staff employees.

2. POLICY

- 2.1. The University of Houston System encourages good attendance habits and punctuality on the part of its employees to carry out the academic, student, and business support activities of each component university.
- 2.2. All staff employees are expected to report for work and be prepared for duty at the beginning of the work period.
- 2.3. A staff employee who must be absent or tardy is expected to observe component university or work group notification standards.
- 2.4. Punctuality and regular attendance are important factors in consideration for job retention and advancement.
- 2.5. Abuse or improper use of leave entitlements, including falsification of reasons for leave requests, will be grounds for disciplinary action, up to and including dismissal from employment.
- 2.6. Job Abandonment: An employee who fails to report to work or fails to follow departmental guidelines for notification of absence for more than three consecutive work days may be considered to have abandoned the job. Job abandonment is a form of resignation, and the employee may be released without application of the policy and procedures on discipline and dismissal.
- 2.7. Termination as a result of no personal leave: All component university campus employees must have personal leave available to be compensated for any days missed. In the event an employee has no personal leave and is out for more than three consecutive work days, they may be placed on Leave Without Pay (LWOP)

in accordance with the [System Administrative Memorandum 02.D.04](#). If the employing department will NOT place the employee on LWOP, the employee has no accrued personal leave, and they are not experiencing a [Family Medical Leave Act \(FMLA\)](#) or Parental Leave qualifying event, their employment with the component university may be terminated.

- 2.8. Each System component university campus may formulate internal procedures that support this policy. Prior to implementation, approval is required by the Component Chief Human Resources Officer.
- 2.9. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

4. APPROVAL

Approved: Jim McShan  
Senior Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: June 14, 2016

## REVISION LOG

Revision Number	Approval Date	Description of Changes
1	04/24/1996	Initial edition
2	03/27/2001	Applied revised SAM Template to meet current documentation standards. Changed “component” to “university” in Sections 2.3 and 2.6. Added Section 3 definitions of Job Abandonment, Termination as a Result of No Personal Leave, and Personal Leave. Change in responsible party from Chancellor of Chancellor’s Designee to Assistant Vice Chancellor for Human Resources. Added Vice Chancellor for Administration and Finance to approval process in Section 5. Added Job Abandonment and Termination to Section 6, Indexing Terms, and removed Attendance
3	05/31/2006	Applied revised SAM Template to meet current documentation standards. Added “component” to “university” in Sections 2.3 and 2.6. Changed “must be terminated” to “may be terminated” in Section 3.2. Changed review period from add numbered years on or before June 1 <sup>st</sup> to every three years on or before June 1 <sup>st</sup>
4	12/01/2010	Added sexual orientation to GENDA statement in Section 2.7. Added “component” to Section 3.2. Changed responsible party from Assistant Vice Chancellor for Human Resources to Associate Vice Chancellor for Finance. Changed review period from every three years on or before June 1 <sup>st</sup> to every five years on or before September 1 <sup>st</sup> . Removed Section 6, Indexing Terms
5	06/14/2016	Applied revised SAM Template and added new Revision Log. Deleted Section 3 and Section 3.3 and moved Job Abandonment to Section 2.6 and Termination as a Result of No Personal Leave to Section 2.7. Revised Section 2.8 to indicate that internal procedures can be developed by system component campuses, but must be approved by the Component Chief Human Resources Officer before implementation. Added revised GENDA/Title IX Statement to Section 2.9 per U. S. Department of Education’s Office of Civil Rights’ requirements. Changed responsible party from Associate Vice Chancellor of Finance to Associate Vice Chancellor for Human Resources