

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.40

AREA: General

SUBJECT: Staff Attendance and Punctuality

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 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. Each component university of the System will formulate and implement policies and procedures that:
 - a. Promote adequate staff attendance;
 - b. Acknowledge and provide for staff use of appropriate leave entitlements;
 - c. Promote accurate documentation of attendance and of leave entitlements earned and used; and

- d. Provide consistent, non-discriminatory mechanisms designed to correct unsatisfactory attendance or apparent abuse of leave entitlements.
- 2.7. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group on the basis of race, gender, age, color, religion, national origin, disability or veteran status.

3. DEFINITIONS

- 3.1. Job Abandonment: An employee who fails to report to work or fails to follow departmental guidelines for notification of absence for more than three continuous 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.
- 3.2. Termination as a result of no personal leave: All university employees must have available personal leave on record in order to be compensated for any days missed. In the event an employee has no personal leave, they need to be placed on Leave Without Pay (LWOP) status. If the employing department does NOT wish to place the employee on LWOP, the employee has no personal leave on the books, and they are not experiencing a Family Medical Leave Act (FMLA) qualifying event, their employment with the university may be terminated. All employees must utilize personal leave or be placed on LWOP.
- 3.3. Personal Leave: Unexpended vacation and sick leave as well as compensatory time balances that are available to an employee at a given time.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice Chancellor for Human Resources

Review: Every three years on or before June 1

5. APPROVAL

Approved:

John Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Effective Date: May 31, 2006

6. INDEXING TERMS

Job abandonment

Punctuality

Termination