

## **Attendance and Punctuality**

When an employee is hired at the University of Detroit Mercy, he or she accepts the responsibility to work every scheduled day. As a general rule, an employee will be considered excessively absent if they reach or exceed the department's guidelines for attendance. Management has the discretion to determine the facts of a specific situation, taking into consideration any extenuating circumstances.

If an employee must be unavoidably absent or tardy from their job (that is, other than planned vacations or personal business times that have been approved in advance), it is their responsibility to let their supervisor know as soon as possible in advance but no later than fifteen (15) minutes after the scheduled work time.

Employees who fail to be at their designated work area at the beginning of their shift will be considered tardy. Employees who fail to stamp or log in seven (7) or more minutes after the scheduled start of the shift will not be paid for time missed. Repeated or habitual tardiness will result in progressive discipline including verbal and written warnings, suspension without pay and discharge.

Any employee who is absent without authorization for three (3) or more consecutive workdays may be considered to have abandoned his or her position and to have voluntarily resigned from the University.