



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-18 Minor Revision7

Title: Punctuality and Attendance

Description: Employee responsibilities regarding punctuality and attendance.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: Employees are hired to perform an important function at the University of Central Oklahoma.

Policy As with any group effort, operating effectively takes cooperation and commitment from everyone.

Statement: Therefore, attendance and punctuality are very important. Unscheduled absences, leaving early, and/or late arrivals are expensive and disruptive, and place an unfair burden on fellow employees and supervisors. UCO expects employees to arrive on time at their work location, fully prepared, every day, for the entire duration of the shift. Failure to maintain regular attendance will result in corrective disciplinary action, up to and including termination.

UCO recognizes, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify their immediate supervisor as early as possible (but no later than the start of the work day) by making contact through methods outlined as acceptable by the supervisor, to include alternative methods of contact in the event the supervisor is unavailable. Notifications should state the nature of the absence and its expected duration, with appropriate follow up contacts to ensure the supervisor is aware of every day that an absence is necessary. Unreported absences of three consecutive work days generally will be considered a voluntary resignation of employment with UCO.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

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