

Policy: 5.42

Employee Attendance and Punctuality

Purpose

To promote efficient operations at KCKCC and establish communication requirements.

Definitions

Unscheduled Absence: Any absence and/or tardiness that was not pre-scheduled or pre-approved time off.

Excused Absence: Any absence away from work that is pre-approved by the supervisor or the Human Resources Department. Some examples include approved Family and Medical Leave Act (FMLA) by the Human Resources Department, pre-approved vacation, personal and scheduled sick time.

Excessive Unscheduled Absence: Occurs when an employee is away from work to the extent that completion of normal work requirements is adversely affected.

Policy Statement

Punctual and regular attendance is an essential responsibility of each employee at KCKCC. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule.

Absences and tardiness place a burden on other employees and on institutional effectiveness. When employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Employees also should notify their supervisor immediately when they become aware that they need to leave work early.

Excessive unscheduled absences are disruptive and may create an undue hardship on the Department. Supervisors should monitor their employees' attendance and address excessive unscheduled absences in a timely, fair and consistent manner. Excessive unscheduled absences or absences that follow a pattern may lead to disciplinary action up to and including termination of employment. Supervisors should note that unscheduled absences will occur from time to time.

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