

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Grounds</b>	<b>Procedure Number:</b>	<b>G-13</b>
<b>Subject:</b>	<b>Absenteeism/Tardiness</b>	<b>Effective Date:</b>	<b>May 1993</b>
		<b>Revised Date:</b>	<b>December 2016</b>
<b>Facilities Officer:</b>	<i>Brian P. Foley</i>	<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

The University of Toledo Grounds Department will follow the absenteeism/tardiness guidelines issued by the Human Resources Department.

**Purpose**

To provide uniform guidelines for measuring absenteeism.

**Procedure**

The University of Toledo Grounds Department will monitor and measure absenteeism in accordance with guidelines issued by the Human Resources Department and guidelines issued by the Facilities Maintenance Department. This is explained in OD-01.