



The University of Toledo - Main Campus Policy

V-7-15 Personnel: Reporting of Absences

Policy:

In order for payroll adjustments to be made, and to keep classified and unclassified non-academic personnel records current, absences from work must be reported promptly.

1. The Vice President for Administrative Affairs is responsible for the implementation of this directive.
2. Anytime an employee is absent during a regularly scheduled work period for any reason (vacation, sick leave, unpaid leave, or any other time off), an Absence Report Form must be submitted to the Payroll Office.
3. If sick leave is used, the employee must write the nature of the illness on the absence report form (Personal Illness or Family Illness). As required by state law, this must be signed by the employee. If medical attention is required, a certificate stating the nature of the illness from a licensed physician is required to justify the use of sick leave. This must accompany the absence report.
4. Employees must provide a written statement from a licensed physician in order to return to work after major surgery, disability, serious illness, maternity leave, a dangerous communicable disease, or an absence of more than five consecutive work days. The employee must also be approved for return to work by a physician at the University Student Medical Center.
5. An employee who is absent **without leave** on a work day immediately preceding a holiday may be denied the holiday pay. Payment will not be made for a holiday which occurs during an unpaid leave of absence.
6. Employees are expected to be on the job eight hours a day, excluding the lunch period, during the regularly scheduled operations of the University, with the exception of holidays and vacation. If the employee cannot report to work, he/she must notify his/her **supervisor** (third shift employees call their supervisor or the Campus Security office) beforehand or during the first half hour of the work shift that he/she is off, and each day thereafter, so that arrangements can be made for someone else to do the work. When an employee's duties must be continuously performed within a

department which operates twenty-four hours a day, seven days a week, and the employee is unable to report to work, he/she must notify his/her immediate supervisor or other designated person at least two hours before the time he/she is scheduled to report on the first day of absence and each day thereafter. First and second shift employees should contact their supervisor or other designated department authority.

7. It is the responsibility of the employee to keep supervisors fully informed. Excessive absenteeism or habitual tardiness jeopardizes jobs and creates problems for the supervisor and fellow employees. If an employee does not call in, or have someone call in on a day he or she is absent from work, the day will be charged to unpaid leave. The only exception is:

An employee under doctor's care, who is told by the doctor to discontinue working for a specific number of days, is not obligated to call in each day, provided the situation is explained on the first day of absence.

Adopted by the UT Board of Trustees, February 10, 1999