

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Grounds	Procedure Number:	G-13
Subject:	Absenteeism/Tardiness	Effective Date:	May 1993
		Revised Date:	December 2016
Facilities Officer:	<i>Brian Polley</i>	Reviewed Date:	December 2019

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.