

Introduction

The operating days and hours of the Computer Science Division are Monday through Friday, 8:00 a.m. to 5:00 p.m. It is the duty of all Computer Science staff to report for work and be punctual on every official working day. Absences cause a slow-down in the work and added burdens for your fellow employees. Good attendance is something that is expected from all employees. (For USPS and A&P employees, punctuality and attendance are factors that may be taken into account when conducting a performance appraisal.)

Absences

All absences from duty require reasonable explanation from the employee and approval of their supervisor. Absences are recorded for every employee. Except in unavoidable circumstances, approvals for absences should be approved by your supervisor at least three business days in advance.

Unexcused Absences

An unexcused absence is an absence that was not prescheduled or authorized by the employee's supervisor. The following absences will not be counted as unexcused:

- Approved vacation time
- Bereavement Leave
- Jury duty/subpoenaed court appearances (court provided documentation required)
- Military leave
- Workers' Compensation time
- Scheduled and approved sick time (i.e. doctors' appointments, surgery)
- Documented illness
- Designated and documented leave under the state or federal family & medical leave acts

Excessive Unexcused Absences

Even if an unexcused absence is reported, you may be subject to disciplinary action if you miss work without prior approval too often. Examples of excessive unexcused absenteeism include, but are not limited to:

- Three full or partial days of unexcused absences, consecutive or not, in a 30 day period.
- Five full or partial days of unexcused absences, consecutive or not, in any 6 month period.
- Twelve full or partial days of unexcused absences, consecutive or not, in a 12 month period.

Tardiness

You are tardy any time you arrive at your work location later than 15 minutes of the beginning of your scheduled shift. Tardiness is also applicable when returning from breaks or meal periods. If you are 15 or more minutes late, then accrued leave should be utilized, unless this schedule was previously approved by your supervisor (see flextime).

Excessive Tardiness

Even if tardiness is reported, excessive tardiness will result in disciplinary action. Examples of excessive tardiness include, but are not limited to:

- Any tardiness on any three days in any 30 day period.
- Any tardiness on any five days in any 3 month period.
- Any tardiness on any twelve days in any 12 month period.

Reporting Procedure

In the case of an absence or tardiness, you must first notify your supervisor, or designated manager. Notification should be provided at least one hour prior to the beginning of your schedule shift and must include the duration of your absence. Additional notification must be provided if you need to extend your absence.

If you must be absent after you report to work, notification must be given when you first learn that you must leave work, but (except in an emergency) no later than one hour before you must leave work. It is your responsibility to personally make the contact unless you are physically unable to do so, in which case, you should have someone else make that contact for you.

Flextime

Flextime is intended to create flexible conditions that help employees integrate their work and personal lives more effectively. It also ensures that there is consistency of employee's schedules. Flextime includes:

- Individualized start and end times that remain constant each work day (e.g., 7:00am to 4:00pm, or 9:00am to 6:00pm with 1 hour lunch Monday through Friday).
- Individualized start and end times that vary daily with the same number of hours worked each day (e.g., 7:00am to 4:00pm on Monday, Wednesday and Friday and 8:30am to 5:30pm on Tuesday and Thursday with 1 hour lunch daily).
- Individualized start and end times with varied hours by day, but with consistency in the total number of hours worked weekly (e.g., 7:30am to 5:30pm on Monday, Tuesday and Thursday and 9:00am to 4:30pm on Wednesday and Friday with 1 hour lunch daily).
- Compressed lunch period offset by reduced time at the start and/or end of the work day (e.g., 8:30am to 5:00pm with ½ hour lunch Monday through Friday).

Flextime provides employees with the ability to make up time for approved time off. For example, if an employee requests time off for a doctor's appointment, then he/she may request to start/end at different times to make up for the time off. An employee may start as early as 7:00 a.m. or end as late as 6:00 p.m. to make up time. An employee may start and end beyond these hours, if it is deemed necessary for their position. USPS Non-Exempt employees must make up time within the same pay week (Friday – Thursday). USPS Exempt and A&P employees must make up time within the same pay period. An employee must seek prior approval before making up time. Flextime cannot be used after the fact to excuse tardiness, but must be agreed upon in advance.

When an employee is granted flextime, it must be compliant with the university policy. This means that USPS Non-Exempt employees must take at least a 30 minute lunch break after working five consecutive hours, and they are granted two 15 minute breaks throughout their shift. USPS Exempt and A&P employees are not required to take a lunch break and are not granted two 15 minute breaks.

All flextime schedules must be approved in advance by your supervisor and a signed copy of your schedule should be placed in your personnel file.

Definitions

Absence: Any time an employee is not at work during your schedule hours, regardless of the reason.

Administrative and Professional (A&P): Professional level exempt position.

Exempt USPS: An exempt USPS class is a class that has been designated as exempt from the maximum hours and overtime pay requirements of the FLSA.

Flextime: A system of working a set number of hours with the starting and finishing times chosen within agreed limits by the employee.

Non-Exempt USPS: A class that has been designated as not exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA).

Tardy: When an employee arrives at their work location later than 15 minutes of the beginning of their scheduled shift.

Unexcused Absence: Any time (other than tardiness) that an employee is scheduled to work and they fail to be present at the designated work location for all or part of their shift.