
TIMEKEEPING, HOURS AND PAYROLL

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, SWOSU expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on SWOSU as a whole. When an employee cannot avoid being late to work or is unable to work as scheduled, he or she will notify his or her immediate supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Unreported absence: An employee's failure to notify his or her immediate supervisor and/or the Human Resources Office of an absence from work during the established shift or work period of three or more days shall be deemed to have voluntarily resigned their position. Shorter absences or pattern of unreported absences may result in disciplinary action up to and including termination of employment.

Rest Periods: Rest periods are paid breaks scheduled by departmental/unit supervisors and are subject to revocation or modification as workload demands vary. The purpose of rest periods is to provide a break in the work routine; therefore, to the extent possible, rest periods will generally be provided in the middle of work periods.

Rest periods may not be accumulated. Rest periods are not expected to routinely exceed 15 minutes per four-hour period. **Note:** Rest periods may be provided to student employees under these guidelines.

Meal Periods: Generally, full-time employees are provided with one meal period of not less than thirty minutes for lunch each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

SWOSU recognizes that employees may desire a degree of flexibility to their work schedule. Therefore, employees may request a work schedule that does not include a lunch break. The decision to accommodate such a request rests with the employee's budget unit head or designee. Individuals should refer to Section: **Flex Time** for additional information.