

WORK CONDITIONS AND HOURS

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Southwestern expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University 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 of Three or More Days:

An employee's failure to notify (personally, in writing, or by telephone) 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.