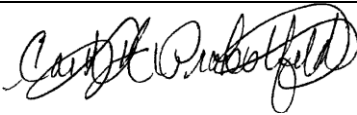


PROCEDURE

Subject	Absences - Career Employee	Number: 2.02.01
Source	Human Resources	Reference (Rule #) 6HX14-2.02
President's Approval/Date:	 9/13/17	

I. PURPOSE

To provide career employees with the guidelines for reporting and recording absences.

II. PROCEDURE

All career employees should report any anticipated absences to the Human Resources department by using the Request for Leave of Absence Form. Any unauthorized absence without leave is grounds for disciplinary action, including dismissal. In the case of illness, an employee should notify his or her supervisor as soon as possible, prior to work.

All non-exempt career employees must complete a weekly timecard. Any absence must be reflected on the timecard and a Request for Leave of Absence Form must be completed prior to the leave, except in the case of personal illness. In such a case, a Request for Leave of Absence must follow immediately upon returning to work. Certificate of illness requirements for personal illness or accident disability and family or household illness or disability are stated in SCF Rule 6HX14-2.45, Sick Leave for All Employees.

Timecards must be completed daily to accurately reflect time worked. All timecards are due in the Payroll Office by 9:00 AM each Tuesday, or as announced by the Payroll department prior to Holidays or College breaks. Failure to submit a timecard on time could result in delay of paycheck.

For exempt career employees, all absences from duty must be covered by approved leave. Any absences of one-half day or more must be approved via a "Request for Leave of Absence" form. Employees who work a pre-approved flexible schedule will be charged the number of hours scheduled for the day of absence.