SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Attendance

EFFECTIVE DATE: July 1, 2000

An important condition of employment at Southwest Tennessee Community College is that the employee be present and on time during work hours. Normal work hours are from 8:00 a.m. through 4:30 p.m. Monday through Friday for non-faculty employees. Some employees may work a different schedule depending on their specific work assignment.

All employees of Southwest Tennessee Community College who are considered to be full-time shall work a minimum of 37.5 hours per week throughout the year. This work schedule shall include a one hour lunch/meal break and shall recognize the existence of up to two fifteen minute miscellaneous breaks during each work day as work flow permits. For clerical/support employees, time worked in addition to 7.5 hours per day must be at the request of the supervisor and must follow the compensatory guideline (TBR Policy 5:01:00:00). Employees working beyond their schedule work hours are required to have the approval of his/her supervisor prior to working the additional time.

Tardiness

If an employee is going to be late for work, the supervisor should be notified within 30 minutes of the normal time the employee reports for work. Annual leave or leave without pay will be charged for the period of time missed due to tardiness.

Transition Team VII

Source of Policy: Human Resources

Responsible Vice President for Business,

TBR Policy Reference: 5:01:00:00

Related Policy: N/A

TBR Guideline Reference: P-020

Approved: President

Date: July 1, 2000
Absence

1. Annual leave must be requested and approved prior to the annual leave being used. Exceptions may be approved in an emergency situation. Academic contract faculty do not earn annual leave.

2. Sick leave must be used if an employee is absent due to illness in the immediate family.

3. The supervisor must be notified if sick leave is requested. The sick leave form must be submitted for the supervisor's approval on the first day the employee returns to work. Sick leave used for regularly scheduled medical and dental appointments must be requested in advance.

4. Failure to report to work and/or failure to notify the supervisor in the appropriate time frame may result in disciplinary action being taken and may result in termination.

5. Should an employee fail to report for work three consecutive days without notification to the immediate supervisor or notification from an immediate family member on the behalf of the employee to the immediate supervisor, will constitute abandonment of the employee's position.