


Name of Policy: Reporting of absences Policy Number: 3364-25-126 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo campuses – non-faculty		 Effective date: March 8, 2024 Original effective date: February 2, 1999	
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Regularity of attendance is essential to successful performance of all positions across all university campuses. Employees who are ill or for some other unavoidable reason must miss work, must notify their area or department head or supervisor as far in advance as possible, but no later than departmental policy and/or procedure. This must be done before the start of the scheduled shift. In order for payroll adjustments to be made, and to keep personnel records current, absences from work must be reported promptly.

- (1) Anytime an employee is absent during a regularly scheduled work period for any reason (vacation, sick, unpaid leave, or any other time off), it is the employee’s responsibility to ensure timely submittal of the time off in the appropriate format. Salaried staff are required to submit leave reports for time off. Direct supervisors should ensure that leave reports are timely submitted and that accurate information is provided.
- (2) If the employee is unable to report to work, he/she must notify his/her supervisor or designated department authority per departmental policy and/or procedure or if no policy/procedure exists, no later than the start

of the scheduled shift, and each day thereafter. Employees working within a department which operates twenty-four hours a day, seven days a week must notify his/her immediate supervisor or other designated department authority at least two hours prior to the start time he/she is scheduled to work and each day thereafter.

- (3) If sick leave is used, the employee must indicate whether the absence is for personal illness or family illness.
- (4) Employees who are absent from work due to major surgery, disability, serious illness, maternity leave, a dangerous communicable disease, or an absence of more than three consecutive days must provide a written statement from a licensed physician to return to work.
- (5) If it is necessary for an employee to be relieved from work duties or be away from the work area, the employee must obtain approval from the appropriate supervisor.
- (6) Employees who are habitually absent, or who are absent for three or more scheduled days without leave or notice, may be subject to corrective action up to and including dismissal; or may be considered as having resigned their position.
- (7) It is the responsibility of the employee to keep supervisors fully informed. Excessive absenteeism or habitual tardiness jeopardizes jobs and creates problems for the supervisor and fellow employees. If an employee does not call in or have someone call in on a day he or she is absent from work, the day will be charged to unpaid leave. Unauthorized unpaid time off may warrant corrective action.

The only exception to the call-in requirement is:

- An employee under doctor's care, who is told by the doctor to discontinue working for a specific number of days, is not obligated to call in each day, provided the situation is explained on the first day of absence.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: March 8, 2024</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none">• <i>Chief Human Resources Officer</i>• <i>Senior Leadership Team</i>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <i>Former University of Toledo policy V-7-15 Personnel: Sick leave, adoption date 2/10/1999</i>• <i>Renumbered to 3364-25-126 on 8/9/2011</i> <p>Original effective date: <i>February 10, 1999</i></p> <p>Review/revision date: <i>September 13, 2013</i> <i>April 10, 2015</i> <i>September 25, 2017</i> <i>March 8, 2024</i></p> <p>Next review date: <i>March 8, 2027</i></p>
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