

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 7392.0

FOR POLICY NUMBER: N/A

UNAUTHORIZED ABSENCE

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for employee unauthorized absences.

2. DEFINITIONS

2.1 Unauthorized Absence- An absence from work, or other required college function that has not been pre-approved by the immediate supervisor(s); or an unforeseen absence that is not subsequently approved in accordance with the College's current approved leave procedures.

3. PROCEDURE

3.1 Regular and consistent attendance is an essential function of all employees at Northeast Community College.

3.2 An unauthorized absence may result in withholding of salary for the time an employee is absent and may result in further disciplinary action.

4. APPLICABILITY

N/A

ISSUE DATE: 05/23/2018

EFFECTIVE DATE: 05/23/2018

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: BP-7342

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/REFERENCES: AP-7420.0, AP-7425.0, AP-7430.0, AP- 7440.0, AP-7450.0, AP-7471.0

PROCEDURE KEY WORDS: unauthorized absence