

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.40

AREA: General

SUBJECT: Staff Attendance and Punctuality

1. PURPOSE

Staff employees are responsible for maintaining regular attendance sufficient to perform the duties and responsibilities of their positions productively and efficiently, with minimal disruption to the work schedules of their respective work groups. This document describes the attendance and punctuality standards expected of staff employees.

2. POLICY

- 2.1. The University of Houston System encourages good attendance habits and punctuality on the part of its employees to carry out the academic, student, and business support activities of each University.
- 2.2. All staff employees are expected to report for work and be prepared for duty at the beginning of the work period.
- 2.3. A staff employee who must be absent or tardy is expected to observe University or work group notification standards.
- 2.4. Punctuality and regular attendance are important factors in consideration for job retention and advancement.
- 2.5. Abuse or improper use of leave entitlements, including falsification of reasons for leave requests, will be grounds for disciplinary action, up to and including dismissal from employment.
- 2.6. Job Abandonment: An employee who fails to report to work or fails to follow departmental guidelines for notification of absence for more than three consecutive work days may be considered to have abandoned the job. Job abandonment is a form of resignation, and the employee may be released without application of the policy and procedures on discipline and dismissal.
- 2.7. Termination as a result of no personal leave: All University employees must have personal leave available to be compensated for any days missed. In the event an

