

HOW TO ADDRESS ATTENDANCE ISSUES



Document all details regarding attendance issues as they occur, such as dates and times of arriving late/leaving early and unscheduled absences. Include reasons employee gives for unscheduled absences and late arrivals and/or leaving early.

Be proactive to address attendance issues as they start to occur with a verbal conversation first.

- Remind employee of attendance expectations.
- Ensure employee understands proper call-in procedures if they are not going to be at work on time.
- Describe the impact that continuous unscheduled absences may have on the department and co-workers.
- Ask the employee why they are arriving late or leaving early. There could be underlying circumstances.
- Explain that additional attendance issues may result in further disciplinary actions being taken.
- Document any conversation that takes place by following up with the employee in an email, summarizing the conversation.

If attendance issues persist, contact your HR Consultant to discuss further disciplinary actions that may be taken such as issuing a Counseling Memo and/or taking additional progressive discipline steps.

RESOURCES

- HR Consultant
- Policy 1317 – Standards of Conduct and Performance for Classified Employees
- Policy 1335 – Administrative & Professional Faculty – Terms and Conditions of Employment