



Attendance



This time of year brings many requests from your employees for absences, whether for vacations, school events, or simply using up those few remaining vacation hours that are above the maximum carry over limit. Accommodating all requests can be difficult. Here are a few things to consider.

Talk with your classified employees now about vacation hours they may need to use prior to January 9th. Make a plan to schedule the time away.

Try to accommodate requests but also explain that business operations continue, and not everyone's request may be granted. Ensure your employees know how competing requests will be handled.

Keep in mind that in order to be paid for holidays, employees must either work or be on paid leave the day before and the day after the holiday.

Taking Classes as an Employee

This is also the time of year employees may be thinking about taking a class in the spring semester. Employee tuition assistance through tuition waiver is a valuable benefit. Prior to signing up for classes, your employee should discuss how attending classes will affect the workplace and how absences for attending classes will be handled. Below are steps for signing up for classes through the waiver of tuition program.

Step 1: Apply for admission, either through Admissions or through Outreach and Engagement. Just remember, application fees cannot be waived.

Step 2: Sign up for classes through MyMadison or as directed by the admitting avenue.

Step 3: Fill out the Request for Waiver of Tuition. Supervisors and reviewers must sign the waiver. You can find the document here: [Request for Waiver of Tuition](#)

Step 4: Turn in the completed Waiver of Tuition to Human Resources **BEFORE 5PM of the add/drop deadline for the upcoming semester.**

Check out JMU Policy 1402 to determine eligibility.

From all of us on the HR Consulting Services team, we wish you a joyous and restful holiday and a happy new year!

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