



# LOYOLA UNIVERSITY CHICAGO

## Facilities Division Attendance Policy

**Effective: July 16, 2007**  
**Updated: March 18, 2025**

### **I. Purpose**

All employees of Loyola University Chicago Facilities Division are expected to be prompt and in regular attendance. The purpose of this policy is to:

- communicate and re-enforce for each employee the importance of responsible attendance practices,
- develop a common philosophy and practice among managers for their management of employee attendance,
- set forth criteria and procedures for management intervention for attendance problems.

### **II. Definitions and Applicability**

This policy is intended to supplement the University's policies on sick time, vacation time, and personal time (<http://www.luc.edu/hr/policies.shtml>), to be consistent with the University's policies regarding General or Family Medical Leaves of Absence ([http://www.luc.edu/hr/policies/policy\\_loafmla.shtml](http://www.luc.edu/hr/policies/policy_loafmla.shtml)), and to further clarify Facilities departmental procedures, which have been communicated previously and are required to meet operational needs.

For the purpose of this policy, absence is defined as a failure to be in attendance for a scheduled work shift. Leaving work before the end of a scheduled shift or working a part of a scheduled shift is also considered an absence.

Tardiness is defined as a failure to report and be ready to work at the scheduled start time of the shift or returning late from breaks or lunch.

All references to Manager or Department Manager shall include the Chief, Director, or Supervisor of the employee's respective department.

This policy applies to employees of Loyola University Facilities Division at all three campuses: Lake Shore Campus, Water Tower Campus, and Health Sciences Campus.

### III. Policy

#### A. Absence:

##### 1. Notification:

- a. Personal Time: Requests for paid time off for medical/dental appointments and personal time should be made in writing one week in advance, recognizing that arrangements will need to be made to provide service to the University community in your absence. In instances of a documented emergency, personal time may be used if the time is available in the employee's accrued bank, and if notification is given to their manager of an absent day at least two hours prior to their start time. Notification should be in the form of a phone call, voice message, or email.
- b. Vacation Time: Vacation time of three days or more should be requested and approved in writing at least three weeks in advance. Failure to do so may result in the request not being granted. Vacation time of two days or less should be requested and approved in writing at least one week in advance. Failure to do so may result in the request not being granted. Due to shift coverage requirements and conflicts with other previously-approved vacation requests, it is possible that an employee's vacation request may not be granted.
- c. Sick Time: All employees with scheduled hours of work are expected to notify their manager of each absent day at least two hours prior to their start time, either with a phone call, voice message, or email. Unless there are extenuating circumstances, such as unanticipated hospitalization, if notice is not given or if an employee does not have sick time accrual, the day will be marked as absent without pay.

Managers will communicate the appropriate time periods and methods of notification to employees. Payment of paid time off accrual (sick, vacation, personal, holiday) may be denied if notification is not received by the specified time.

##### 2. Extended Absences:

- a. Any sick leave beyond three consecutive work days will be considered an extended medical leave of absence. See [http://www.luc.edu/hr/policies/policy\\_sick\\_0808.shtml](http://www.luc.edu/hr/policies/policy_sick_0808.shtml) to understand your responsibilities as an employee, related to an extended medical leave of absence.
- b. Leaves of Absences are available for personal reasons or for reasons subject to coverage under the Family and Medical Leave Act, including the serious health condition of an employee, work related injury of an employee, care for the serious health condition of family members, the birth of a child or adoption. See policy General or Family/Medical Leave Act Policy at [http://www.luc.edu/hr/policies/policy\\_loafmla.shtml](http://www.luc.edu/hr/policies/policy_loafmla.shtml) for leave eligibility and timely reporting requirements. Loyola has partnered with Matrix to administer employee requests for leave of absence. If you expect to be out of work for more than three days, you must report your leave to Matrix at 1-877-202-0055 or online at [www.matrixabsence.com](http://www.matrixabsence.com) to initiate your request for a leave of absence.

**3. Excessive Absence:**

Absences may be considered excessive according to the following guidelines:

Full-time employees: **Four or more** occurrences in **six months** or **three or more** occurrences in **three months**.

Part-time employees: **Three or more** occurrences in **six months** or **two or more** occurrences in **three months**.

A full day, partial day, or two or more consecutive absent days will be considered an occurrence. A manager may also determine a pattern of excessive absences if absent days are taken in conjunction with weekends, holidays or other scheduled days off.

When a pattern of excessive absences develops, the manager may notify the employee that all future absences will require documentation confirming the reason for the absence.

**B. Punctuality**

**1. Notification:**

Employees are expected to be ready to work and at their work station at the time of the start of their shift. When tardiness is expected, the employee must contact their manager via phone call, voice message, or email to inform them in advance and provide an estimated time of arrival. Depending on operational need, department supervisors may establish alternate protocols and expectations for punctuality, which will be communicated to all employees and will establish the expectation for tardiness. It is the responsibility of all non-exempt employees to accurately 'swipe' in and out (Kronos System) in accordance with Loyola University Chicago payroll policy and practice ([http://luc.edu/hr/policies/policy\\_payclass.shtml](http://luc.edu/hr/policies/policy_payclass.shtml)) as well as the Facilities Division Timecard Policy.

**2. Excessive Tardiness:**

Tardiness may be considered excessive according to the following guidelines:

Full-time employees: **Four or more** occurrences in **six months** or **three or more** occurrences in **three months**

Part-time employees **Three or more** occurrences in **six months** or **two or more** occurrences in **three months**

**C. Progressive Discipline**

The manager will monitor absenteeism and tardiness by documenting the reasons for absences. Once excessive or patterns of absenteeism and tardiness has been determined, the manager may begin progressive discipline according to policy.

Discipline may also be administered if employees do not follow the notification requirements established by this policy.

Progressive discipline will be administered based upon the previous action taken within a 12 month period. Progressive discipline will also be cumulative. A supervisor will count back from any instance of tardiness or absenteeism and determine if the event falls within the above guidelines. If so, the appropriate corrective action step will be taken. If, after an instance of corrective action, no further action is required within a 12 month period, the employee's record will be considered wiped clean and the progressive discipline process will start over with the next occurrence.

The purpose of disciplinary action is to impress upon an employee the importance of being at work as scheduled. Progressive discipline generally begins with an oral warning. Each disciplinary step should include documentation of the dates and reasons for absences. The discipline will also include constructive counseling with information on benefits and services which may be assistance to the employee. While consulting with Human Resources may take place at any step of the discipline process, managers must contact Human Resources prior to administering suspension or termination.

**Please note:** There may be circumstances where absenteeism and tardiness would not be addressed through the progressive discipline policy. For example, absences related to Worker's Compensation, Americans with Disabilities Act, or Family Medical Leave would not be subject to the disciplinary process. While this policy contains specific guidelines for excessive absenteeism and tardiness, medical certification should be addressed on a case by case basis. The department manager must contact the Human Resources Department to discuss appropriate action related to legal requirements for disability and leaves of absence.

#### **D. Employee Assistance Program**

When counseling employees the department manager should discuss the reasons for absence and tardiness with the employee in person. If employees are experiencing personal concerns which contribute to absenteeism and/or tardiness, employees may be referred to the Employee Assistance Program (EAP).

### **IV. Responsibilities**

#### **A. Employee Responsibility**

It is the responsibility of employees to make necessary personal arrangements in order to meet the attendance and punctuality standards.

Employees should anticipate time off and make requests to their immediate supervisor for scheduled time off according to department procedures. In cases of emergency, the employee should discuss the need for time off as soon as possible with the supervisor.

It is the responsibility of the employee to notify the department supervisor of absence or tardiness according to the policy stated.

In case of extended illness, employees are responsible to promptly request their need for a leave of absence in accordance with the General Leave of Absence and

Family/Medical Leave Act Policy which can be found on the Human Resources website at [www.luc.edu/hr/policy\\_loafmla.shtml](http://www.luc.edu/hr/policy_loafmla.shtml).

**B. Department Manager Responsibility**

It is the responsibility of the department manager to administer the attendance policy and pay practices in accordance with applicable federal and state law.

The department manager should establish and communicate the department specific notification procedure which would include deadline time by which an employee is required to report an unscheduled absence or tardiness.

The department manager should explain the attendance policy to current and new employees.

The department manager will monitor attendance and punctuality of each employee and document the reason for absence or tardiness. The manager will also counsel or administer progressive discipline when appropriate.

**C. Human Resources Responsibility**

The Human Resource Department will provide support, counsel and guidance to managers administering this attendance policy.

Any questions or concerns regarding this policy should be addressed to the Associate Vice President for Facilities.