

## **Absences from Work**

**Summary/Purpose:** Regulations for reporting absences from work are given.

A University employee who finds it necessary to be absent from duty as the result of sickness or for other sufficient reason is expected to call the office head or person under whom he/she is employed as soon as possible. If an employee has reason to believe he/she will be absent, he/she is expected to notify his/her supervisor in advance. A record of absences is entered into SAP and maintained in the office where the individual is employed. See "Leave Policies."

Regular attendance is considered an essential function of each University job. The University reserves the right to take appropriate action to address excessive absenteeism.