

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.602 Absence/Attendance	

Policy Statement.

A staff member is expected to report to work according to the departmental work schedule. Excessive absenteeism (including tardiness), unexcused absences, or failure to give proper notification of absences, shall be considered sufficient cause for disciplinary action or separation from health science center employment. An unauthorized absence of more than three (3) consecutive working days (with or without prior notification) may be considered job abandonment and may result in separation for cause.

It is the policy of the health science center to provide leave benefits, subject to the standards within the Texas Government Code and other State laws, for all eligible staff members of the health science center.

Application of Policy.

Regular Staff

Definitions.

1. **Leave Eligibility:** All regular full-time (100% FTE) staff members, and regular part-time (50-99% FTE) staff, are eligible for leave benefits. The accumulation of leave and pay for eligible regular part-time (50-99% FTE) staff members will be on a prorated basis. Employees appointed for less than one-half time (50% FTE) or less than four and one-half months are not eligible for leave.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

1. **Leaves With Pay:** In order for a staff member to be eligible for pay when absent from work, he/she must qualify in accordance with the provisions of the appropriate policy, i.e., Compensatory Leave, Development Leave, Emergency Leave, Administrative Leave, Holidays, Jury and Witness Duty, Military Leave (Annual), Sick Leave or Vacation Leave.
2. **Leaves Without Pay:** A regular staff member may be allowed a leave of absence without pay for a reasonable period of time. A leave without pay would be for a reason not specifically referred to in one of the policies covering absence with pay. Any absence of this nature is considered to be a leave of absence without pay (LWOP) in accordance with the provisions of the appropriate policy, i.e., Leave Without Pay (Policy 05.612), or Military Leave (Policy 05.609).

References and Cross-references.

Refer to the time and attendance policy, number 05.603 for the procedure to follow in completing forms for recording all absences/attendance of staff members.

See Also: Compensatory Leave, Development Leave, Emergency/ Administrative Leave, Holidays, Jury and Witness Duty, Leave Without Pay (Policy 05.612), Military Leave (Annual), Military Leave (Extended) [Military Leave (Policy 05.609)], Sick Leave, Vacation Leave.

Forms and Tools.

None

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Revised: