Policy No. 5:01:00:00/18 Page 1 of 2

## SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT:	Atteno	dance
EFFECTIVE DATE:	July 1, 2	2000
employee be present and on	time during work through Friday for	hwest Tennessee Community College is that th hours. Normal work hours are from 8:00 a.m non-faculty employees. Some employees ma ecific work assignment.
shall work a minimum of 37 include a one hour lunch/mea miscellaneous breaks during employees, time worked in a and must follow the compe	7.5 hours per week all break and shall re- g each work day ddition to 7.5 hours insatory guideline (	unity College who are considered to be full-time throughout the year. This work schedule shall ecognize the existence of up to two fifteen minute as work flow permits. For clerical/supports per day must be at the request of the supervisor (TBR Policy 5:01:00:00). Employees working to have the approval of his/her supervisor prior to
Tardiness		
1 1 0	oyee reports for wo	supervisor should be notified within 30 minute ork. Annual leave or leave without pay will be diness.
Transiti Source of Policy: <u>Human</u> Related Policy:		Responsible Vice President for Business Administrator: Finance & Info Systems TBR Policy Reference: 5:01:00:00 TBR Guideline Reference: P-020
Approved:	11/13	Date: July 1, 2000
Presid	ent	

## Absence

- 1. Annual leave must be requested and approved prior to the annual leave being used. Exceptions may be approved in an emergency situation. Academic contract faculty do not earn annual leave.
- 2. Sick leave must be used if an employee is absent due to illness in the immediate family.
- 3. The supervisor must be notified if sick leave is requested. The sick leave form must be submitted for the supervisor's approval on the first day the employee returns to work. Sick leave used for regularly scheduled medical and dental appointments must be requested in advance.
- 4. Failure to report to work and/or failure to notify the supervisor in the appropriate time frame may result in disciplinary action being taken and may result in termination.
- 5. Should an employee fail to report for work three consecutive days without notification to the immediate supervisor or notification from an immediate family member on the behalf of the employee to the immediate supervisor, will constitute abandonment of the employee's position.