**Attendance-related Issues**

**Problems in this area include:**

- Poor attendance patterns such as unscheduled absences on a regular basis.
- Failure to call in on unscheduled absences.
- Failure to schedule vacation time in advance.
- Regular tardiness.
- Extended lunch hours or break times away from work.
- Absent without pay time, i.e., time away from work in excess of accrued time off benefits.

**Review the provisions of the university's attendance and absences policies:**

- See the policies in the Hours of Work section and the Types of Employees section of the policy manual.

In addition, know your department's expectations and actual practices with respect to attendance. Determine the following:

- are your practices inconsistent with the policy manual
- are your departmental-level policies unclear
- are policies not being applied, or
- are policies being applied inconsistently?

If any of these circumstances exist, adjust your actual practices to be consistent with the university and/or your departmental-level policies. Establish departmental level standards and expectations if none exist.

Communicate your department's attendance expectations clearly, explaining the significance and importance of good attendance and notification and scheduling requirements.