

### **Sec. 1. ATTENDANCE**

The University of Texas at Tyler expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and arriving and leaving at the scheduled time as essential functions of their jobs.

The University of Texas at Tyler has established the following policies for employee attendance:

1. Employees should arrive to work and be at their assigned duty station no later than their scheduled start time.
2. Employees should remain at their duty station unless the needs of the job require being elsewhere or as authorized by their supervisor, except during authorized breaks.
3. Employees should take only the time normally allowed for breaks as authorized by their supervisor.
4. Non-salaried/non-exempt employees should leave promptly at the end of their scheduled workday, unless given permission by their supervisor to work past that time.
5. Employees should call in and personally notify a supervisor if they will be absent or tardy, unless a verifiable emergency makes it impossible to do so.
6. In addition to any time clock or time-recording system UT Tyler University Academy may implement, time keeping for non-exempt employees must be done in accordance with The University of Texas at Tyler policies as outlined in the Handbook of Operating Procedures (HOP) located at <https://www.uttyler.edu/hop/>.

### **Sec. 2. NOTICE OF ABSENCE OR TARDINESS**

Absence or tardiness may be excused under exceptional circumstances, but generally only if an employee provides prior notice of the need to be absent or tardy. Such advance notice is necessary so that other arrangements can be made to cover the employee's responsibilities, if necessary.

Policies related to leave are outlined in The University of Texas at Tyler's Handbook of Operating Procedures (HOP) located at <https://www.uttyler.edu/hop/>.

The Superintendent or designee shall develop procedures concerning the reporting of leave for employees of the UT Tyler University Academy. These procedures shall be distributed to all employees through the UT Tyler University Academy Faculty/Staff Handbook.

### **Sec. 3. EMPLOYEE WORK SCHEDULES**

The Superintendent or designee shall see that work schedules are developed and published in the UT Tyler University Academy Faculty/Staff Handbook.