



SUBJECT:	Absence/Tardiness
POLICY NO:	VIII:02
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that regular attendance and punctuality are necessary for smooth function of the organization. Chronic violation of either one may be cause for disciplinary action and/or termination. Management reserves the right to check on the reasons for absence or tardiness.

II. PROCEDURE:

- A. It is the employee's responsibility, and it is required, that the employee notify his/her immediate supervisor by telephone, or a previously agreed upon method, of the reason for any and all absence/tardiness. In the event of an emergency that makes it impossible for the employee to call or contact their immediate supervisor in the agreed upon method, he/she may communicate the absence or tardiness by a messenger.

The immediate supervisor will establish procedures specifying who is to be notified in case of an absence which is not pre-arranged, and how much in advance of the start of the shift notification must be given.

All HHRI staff are asked to give, at a minimum, the following notice for unexpected absences:

Night Shift	-	4 hours
Evening Shift	-	2 hours
Day Shift	-	1 hour

These are minimums and the supervisor should be notified earlier when possible.

- B. Expected absences are to be communicated to the supervisor as soon as possible, to arrange for coverage/replacement during the absence.
- C. If the above procedure is not followed, except for compelling reasons, it may subject the employee to disciplinary action and/or termination (see Policy VIII:20).
- D. Any absence from work that is not authorized will be deemed ABSENT WITHOUT LEAVE. In lieu of other disciplinary action, any employee who is absent from work for three (3) consecutive scheduled work days without authorization will be deemed to have resigned.