# UNIVERSITY OF HOUSTON SYSTEM ADMINISTRATIVE MEMORANDUM

## **SECTION:** Human Resources

NUMBER: 02.A.40

AREA: General

# SUBJECT: Staff Attendance and Punctuality

#### 1. PURPOSE

Staff employees are responsible for maintaining regular attendance sufficient to perform the duties and responsibilities of their positions productively and efficiently, with minimal disruption to the work schedules of their respective work groups. This document describes the attendance and punctuality standards expected of staff employees.

#### 2. POLICY

- 2.1. The University of Houston System encourages good attendance habits and punctuality on the part of its employees to carry out the academic, student, and business support activities of each University.
- 2.2. All staff employees are expected to report for work and be prepared for duty at the beginning of the work period.
- 2.3. A staff employee who must be absent or tardy is expected to observe University or work group notification standards.
- 2.4. Punctuality and regular attendance are important factors in consideration for job retention and advancement.
- 2.5. Abuse or improper use of leave entitlements, including falsification of reasons for leave requests, will be grounds for disciplinary action, up to and including dismissal from employment.
- 2.6 <u>Job Abandonment</u>: An employee who fails to report to work or fails to follow departmental guidelines for notification of absence for more than three consecutive work days may be considered to have abandoned the job. Job abandonment is a form of resignation, and the employee may be released without application of the policy and procedures on discipline and dismissal.
- 2.7 <u>Termination as a result of no personal leave</u>: All University employees must have personal leave available to be compensated for any days missed. In the event an

employee has no personal leave and is out for more than three consecutive work days, they may be placed on Leave Without Pay (LWOP) in accordance with the <u>SAM 02.D.04 – Types of Employee Leave</u>. If the employing department will NOT place the employee on LWOP, the employee has no accrued personal leave, and they are not experiencing a <u>Family Medical Leave Act (FMLA)</u> or Parental Leave qualifying event, their employment with the university may be terminated.

- 2.8. Each University campus may formulate internal procedures that support this policy. Prior to implementation, approval is required by the University Chief Human Resources Officer.
- 2.9. The policy of the University of Houston System and its universities is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, sex (including gender and pregnancy), sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law. For the UH System's Official Non-Discrimination Statement, see <u>SAM.01.D.05 Equal</u> Opportunity and Non-Discrimination Statement.

## 3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor, Human Resources

Review: Every five years

4. APPROVAL

Approved:

/*Raymond Bartlett/* Senior Vice Chancellor for Administration and Finance

/Renu Khator/ Chancellor

Date:

January 13, 2024

# 5. RELATED STATUTES, POLICIES, OR REQUIREMENTS

Texas Government Code Chapter 658 – Hours of Labor