



**Angelo State University**  
**Operating Policy and Procedure**

**OP 52.04: Attendance**

**DATE:** May 25, 2011

**PURPOSE:** The purpose of this Operating Policy and/or Procedure (OP) is to establish a policy for employee attendance.

**REVIEW:** This OP will be reviewed in January of odd numbered years by the director of human resources with recommended revisions forwarded through the vice presidents to the president by February 15 of the same year.

**POLICY/PROCEDURE**

**Policy**

Punctual and regular attendance is expected of all university employees during standard work days or shifts. When unable to report to work on time, regardless of reason, an employee is expected to notify his/her immediate supervisor or department head as soon as possible, and no later than the first 30 minutes of the start of the work day or work shift. Each department will make a reasonable effort to establish standards and guidelines for the notification of absences, including, but not limited to, who is to be notified regarding the absence and the expected time frame for such notification.

Attendance is an essential duty of each job and frequent or unexcused absences are subject to disciplinary action up to and including termination of employment. Attendance may also be considered as a performance standard for employee performance reviews.