

## ***ABSENCE REPORTING POLICY***

BGSU classified and administrative staff members are expected to be dependable and prompt in regard to attendance. When staff employees know in advance they will be absent, they should inform their supervisor beforehand.

Any ***classified staff*** employee unable to report to work must notify the supervisor no later than one-half hour after the scheduled time for reporting to work. For classified staff with duties that must be continuously performed in a department operating 24/7, the supervisor is to be informed at least two hours before the scheduled reporting time. Staff employees must also keep the supervisor informed if the absence continues as well as when they expect to return to work. Ohio Administrative Code Rule 123:1-31-03 provides that any classified employee who is absent from duty habitually or for three or more successive days, without leave and without notice to their immediate supervisor of the reasons for the absence, may be subject for removal for neglect of duty under the provisions of Section 124.34, Ohio Revised Code. It is the employee's responsibility to notify the supervisor directly about planned or unplanned absence from work. In any situation where the classified staff employee is unable to notify the supervisor, it is still the employee's responsibility to see that notification is made through a second party. Regardless of how the notification is made, it is the employee's responsibility to see that the absence is reported.

While ***administrative staff*** may have more flexibility in their schedules than classified staff, they, too, are expected to be dependable and prompt with regard to their expected reporting time. If an absence is necessary, administrative staff should contact their supervisor as soon as possible regarding the matter.

While ***faculty*** have the most flexible schedules of all, they are expected to meet their classes and hold their designated office hours. When this is not possible, they should inform the unit head and/or secretary so that the information about their absence can be conveyed to the students.

Additional information on the Absence Reporting Policy may be found in the Administrative Staff Handbook and the Classified Handbook. There are no references to this policy in the Charter's Faculty Handbook.

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