



## EMPLOYEE ATTENDANCE, ABSENTEEISM, AND UNAUTHORIZED ABSENCE POLICY

**Board Bylaw:**

**Policy Number: 4.5400**

**Subject Area: Personnel**

**Adopted: 06/26/2023**

**Revised: 06/26/2023**

Regular attendance at work is a necessary condition of employment at Kaskaskia College. Depending on employment classification, paid time off is available and will be utilized in lieu of requesting unpaid leave.

Excessive, patterned, and frequent absence from work shall be subject to disciplinary measures by the College according to the current Discipline Policy and Procedure, up to and including discharge, unless such absence is especially authorized or permitted under this policy allowed by law or is permitted by specific contract of employment applicable to the employee.

An employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including discharge. An employee who is absent for three or more consecutive scheduled workdays without prior notice/approval will be considered to have abandoned their position and voluntarily resigned effective the fourth consecutive day of absence.

Unauthorized absence is an absence from work that is not in accordance with a leave request.

Leave of any type is subject to guidelines established by policies and procedures outlining leave.