

Human Resources**AP 7344 EMPLOYEE ABSENCE AND TARDY REPORTING****Reference:**

Education Code, Section 88191

Employees are required to provide notification to the appropriate supervising manager(s) when they are absent or tardy for any length of time. Each division and department may develop written rules for reporting absences and tardiness which are consistent with the terms of the collective bargaining agreement or Handbook. All employees will receive notice of the rules of the division or department upon receipt of a copy of those rules.

If the illness or injury requires extended absence, notification or absence must be made daily until an official medical verification has been provided to the Office of Human Resources detailing the necessity for continued absence and the expected date of return to work.

Absences or Tardiness

- Absences and tardiness shall be recorded on employees' time sheets and/or on College absence report forms as appropriate.
- Absences and tardiness may be charged to accumulated sick leave credit consistent with the Education Code if the absence is due to illness or injury. Employees who have negative balance of sick and vacation (if any) leave may be eligible to receive compensation under applicable state laws.
- The District through the appropriate supervising manager(s) may authorize leave for other reasons, i.e. jury duty, personal necessity.
- Absences and/or tardiness which are not authorized by the appropriate supervising manager(s) shall be deducted from employees' salaries.
- Employees participating in the Catastrophic Leave Program (see BP/AP 7345 titled Catastrophic Leave Program) may be eligible for additional compensated leave of absence.
- Excessive absence or tardiness is grounds for disciplinary action.

See also Administrative Procedure 7365 titled Discipline and Dismissal – Classified Employees.

Office of Primary Responsibility: Vice President, Human Resources

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