

## NORTHWESTERN STATE UNIVERSITY

### Attendance

#### Background

NSU expects all employees to assume responsibility for work attendance. NSU has designed standard work schedules for staff to support the mission of the university by:

- making services and resources available at times that meet the needs of students, partners, the community, and other stakeholders.
- promoting effective university operations.

#### Purpose

The purpose of this policy is to establish standard working hours, expectations for staff attendance, and considerations for establishing alternative work schedules.

#### Scope and Limitations

This policy addresses all work arrangements for NSU staff, including both classified and unclassified employees. This policy does not apply to certain employees where policies are outlined in other documents:

- Faculty – See [Faculty Handbook](#).
- Graduate assistants – See [Graduate Assistantship Policy Manual](#).
- Student employees – See [Student Employment website](#).
- Volunteer employees – See [X-5. Volunteer Employee Agreement](#) policy.

#### Definitions

Certain terms are used throughout this policy and associated procedures.

1. Attendance – Employee is present and available at the assigned worksite during the assigned hours.
2. Employee work schedule – Days and hours to be worked by an employee as documented on the Work Schedule Form approved by supervisor, signed by employee, and filed in employee personnel file in Human Resources.
3. Unscheduled absence – Absence from worksite that was not previously authorized by employee's supervisor.

#### Statement of Policy

NSU's official business hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12 noon Friday. Unless otherwise specified in an employee's work schedule, the employee is expected to maintain the official business hours.

An alternative work schedule may be established for an employee if the supervisor determines that it is in the best interest of the NSU mission and operations. An alternative work schedule defines a set of expected hours of availability for the employee which differ from the standard working hours. The alternative work schedule shall be documented and approved by the appropriate supervisor, budget head, and vice president. Per UL System policy, "Compensatory leave should not be confused with a flexible time [alternative work schedule] policy. Employees cannot arbitrarily determine their own work schedules."

Rest periods of up to 15 minutes may be established at the departmental level; however, this rest period time shall not be added to the lunch break. Rest period time cannot be used to attend classes or for leave. That is, employees cannot leave the campus to tend to personal business while on a rest period.

Unscheduled absences and tardiness violate NSU's Attendance policy if not excused by the supervisor. Unscheduled absences or tardiness that is unexcused or excessive in the judgment of NSU is grounds for disciplinary action.

Should an employee be unable to work because of illness, the employee must notify his supervisor as soon as possible. Failure to properly notify the department of an unscheduled absence could result in that absence being unexcused. NSU may require a statement from the employee's health care provider if the employee misses more than three (3) consecutive days due to illness, especially when abuse is suspected.

Employees reporting late to work are subject to being charged leave for the actual time missed.

#### 1. Employee Responsibilities

- Work according to approved employee work schedule as documented.
- Notify supervisor of any anticipated late arrivals or absences as soon as possible.
- Accurately report time worked.
- Provide appropriate documentation for late arrivals or absences in a timely manner.
- Resolve any operational or service issues caused by tardiness or absence with colleagues, students, or other stakeholders when appropriate.

#### 2. Supervisor Responsibilities

- Consider NSU mission and departmental operations in approving employee's selection on the Work Schedule Form, or in promoting approval of any alternative work schedule.
- Document unexcused tardiness or absences.
- Ensure employee time worked is accurately reported.
- Address issues with attendance patterns or inaccurate attendance reporting with the employee in a timely manner.
- Oversee resolution of any operational or service issues caused by tardiness or absence of an employee.

#### **Related Policies**

- [FS.III.XXI.-1. University of Louisiana System: Leave Record Establishment and Regulations for all Unclassified, non-Civil Service Employees](#)

#### **Related Procedures**

- HR-PROC-1. How to Complete a Work Schedule Form

**Information and Assistance**

For additional information or assistance with this policy, contact Veronica M. Biscoe, Executive Director, Office of Institutional Effectiveness and Human Resources, at [ramirezv@nsula.edu](mailto:ramirezv@nsula.edu) or 318-357-6359.

**Approvals**

Approved by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Revision History**

Version	Date Revised	Revisions
1	8/6/23	Original policy as proposed.