

<b>Policies of the University of North Texas</b>	Chapter 5
<b>1.4.1 Absence/Attendance</b>	<b>Human Resources</b>

**Policy Statement.**

**Application of Policy.**

All Staff

**Definitions.**

None

**Procedures and Responsibilities.**

1.0 Absence/Attendance

A staff member is expected to report to work according to the departmental work schedule. Excessive absenteeism (including tardiness), unexcused absences, or failure to give proper notification of absences, shall be considered sufficient cause for disciplinary action or separation from University employment. An unauthorized absence of more than three (3) consecutive working days may be considered job abandonment and may result in separation for cause.

2.0 Leave Eligibility

It is the policy of the University to provide leave benefits, subject to the standards within the Texas Government code and other state and federal laws, for all eligible staff members of the University. All regular full-time (100% FTE) staff members, and regular part-time (50%-99% FTE) staff, are eligible for leave benefits. The accumulation of leave and pay for eligible regular part-time (50%-99% FTE) staff members will be on a prorated basis. Hourly paid employees are not eligible for leave.

3.0 Leaves With Pay

In order for a staff member to be eligible for pay when absent from work, he must qualify in accordance with the requirements of the appropriate policy, e.g., Compensatory Leave, Development Leave, Emergency/Administrative Leave, Holidays, Jury or Witness duty, Military Leave (Annual), Sick Leave, Vacation Leave, Family and Medical Leave, or other applicable policy.

#### 4.0 Leave Without Pay

A regular staff member may be allowed a leave of absence without pay for a reasonable period of time. A leave without pay would be for a reason not specifically referred to in one of the policies covering absence with pay. Any absence of this nature is considered to be a leave of absence without pay (LWOP) in accordance with the provisions of the appropriate policy, e.g., Leave Without Pay, Military Leave (Extended), Worker's Compensation Insurance, Family and Medical Leave, or other applicable policy.

#### 5.0 Time and Absence—Reporting

Each staff member shall accurately report hours of work.

- 5.1. Regular Staff Members: An **Application for Approval of Leave/Overtime Form** UPO-15 must be completed by a staff member in order to obtain approval for a period of absence. Each absence shall be charged to the appropriate leave benefit on the Application for Approval of Leave/Overtime Form UPO-15 and shall be certified by both the staff member and the approving department official.

The **Regular Staff Member Time Card** UPO-24 must be used to record hours worked and absences from work on a daily and weekly basis for each month. Form UPO-24 requires certification at the end of each pay period by both the staff member and the appropriate department official. Departments may have staff member's record their hours worked on a Weekly Time Card punched by a time clock in lieu of Form UPO-24. However, the Time Clock Card must be signed by both the staff member and the appropriate department official, certifying that the time punched on the card is correct.

Form UPO-24 is mandatory for all non-exempt (FLSA eligible) staff members and all TRS eligible exempt staff members. The form is also recommended for use by ORP eligible exempt staff members.

The **Vacation, Sick, and Compensatory Leave Accrual Form** UPO-25 must be used in the department to maintain a staff member's vacation, sick, and (if applicable) compensatory leave accruals, hours utilized, and balances by the month for the fiscal year. Form UPO-25 requires certification at the end of each fiscal year by both the staff member and the appropriate department official.

If a regular staff member is not to be paid for time absence, a **Payroll Reduction of Pay Notice** must be sent to the Payroll Office as soon as possible. The notice must provide the state member's name and social security number, the account from which s/he is paid, and the number of hours and amount of salary that is to be docked. If the period of absence is longer than 10 consecutive working days,

the employee must be removed from payroll via the appropriate Payroll Authorization form.

- 5.2. Other Staff Members: Hours worked by other staff members (hourly student or hourly non-student employees) must be recorded on the monthly **University Hourly Employee Time Card Form** UPO-23, and certified by both the employee and the approving department official. Hourly staff members may use a Weekly Time Card punched by a time clock in lieu of the UPO-23, however, the time card must be signed by both the hourly employee and the departmental official, certifying that the time punched on the card is correct.
- 5.3. Approval: Individually certified hours worked and absence reports must be approved by the department official who has the authority to approve hours worked and absences. The department official who has this authority is the head of the department unless otherwise directed by the Vice President or the Chancellor/President or by official University policy.
- 5.4. Falsification of Leave Records: Reporting absences as time worked is a policy violation and will subject the staff member to discharge.

**Responsible Party:** Departmental Supervisors, Department of Human Resources

**References and Cross-references.**

Policy 1.4.2, Compensatory Leave  
Policy 1.4.3, Development Leave  
Policy 1.4.4, Emergency/Administrative Leave  
Policy 1.4.5, Holidays  
Policy 1.4.6, Jury or Witness duty  
Policy 1.4.8, Military Leave  
Policy 1.4.10, Sick Leave  
Policy 1.4.13, Vacation Leave  
Policy 1.4.21, Family and Medical Leave

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