



Goshen College Faculty and Staff Attendance Policy

Regular attendance is expected of all Goshen College employees, including punctuality. It is a critical part of each person's responsibility to students, co-workers and other customers.

Infrequent tardiness, or reporting for work after the scheduled start time, of 1-2 times a month may be excused. Regular tardiness will result in supervisory review and eventual disciplinary action. Hourly employees will have a reduction in pay for tardiness greater than 10 minutes unless the supervisor approves making up the time.

Absences from work are expected to fall under the following categories: vacation, holidays, sick leave, or sympathy leave. Goshen College allows its employees benefit time to cover these absences with pay. Additional absences due to emergencies should be rare and will be charged to vacation time, if available, or may be excused without pay with the supervisor's permission if no vacation time is available. Continuing absences not covered by benefit days will result in disciplinary action up to and including termination.

When sick leave (except for serious illness covered under the Family and Medical Leave Act) exceeds 6 days in the current college year, a special supervisory review will take place to determine if overall attendance is acceptable. If attendance is determined to be unacceptable, disciplinary action up to and including termination will occur.

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