



Physical Plant **POLICY GUIDELINES**

Applies to:	Marshall University Physical Plant
Title:	Attendance Call In Procedure
Number:	MU-PP-01.01
Effective Date:	07/01/2020
Last Revision Date:	N/A

PURPOSE: Procedure for employees who are unable to report to work for their scheduled shift.

SCOPE: Applies to all employees of the Physical Plant.

REFERENCES: N/A

DISCUSSION: It is important from a safety and work scheduling standpoint that an employee's attendance or absences during the workday are known by Managers/Supervisors prior to the start of the shift. Daily attendance tracking is required by the Office of Personnel to maintain accurate records for Human Resources and Payroll.

PROCEDURE / POLICY:

Employees who are not able come in for their scheduled shift are required to perform the following:

1. Employees are required to contact their immediate supervisor a minimum of 30 minutes prior to the start of their shift. Employees are required at that time to inform their supervisor if they are planning to take Sick Time, Vacation Time, FMLA, etc.
2. Employees are also required to call the Physical Plant office at 304-696-6681 to report they will not be in to work that day. Employees are required at that time to report if they are planning to take Sick Time, Vacation Time, FMLA, etc. During off hours, employees are required to leave a message at this number.

REVISION HISTORY:

- Revision 07/01/2020 – Initial Revision.