



## Facilities and Operations **POLICY**

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	<b>Leaving the Worksite</b>
Number:	<b>MU-FO-02.07</b>
Effective Date:	07/01/2020
Last Revision Date:	N/A

**PURPOSE:** The purpose of this document is to provide guidance for when employees need to leave their worksite during their shift.

**SCOPE:** This procedure applies to all Facilities and Operations employees.

**REFERENCES:** N/A

**DISCUSSION:** It is necessary for employees at times to leave their worksite for sickness or personal emergencies and to visit Marshall University offices for information/meetings including (but not limited to): Human Resources, Equity Programs, Payroll, attending Staff Council meetings, Quarterly Classified Staff meetings, etc. It is also important that supervisors have prior notice when their employees need to leave the worksite.

### **PROCEDURE / POLICY:**

- Employees are not to leave their assigned worksite without authorization from their supervisor.
- If you find it necessary to visit Human Resources (Employee Relations, Affirmative Action, Benefits, etc), Equity Programs, Payroll, or any other Marshall University office, you must have your supervisors' prior approval. You are not required to provide a reason for the visit.
- Marshall University offices prefer and request visits to be scheduled in advance unless it is an emergency. Please communicate with your supervisor prior to scheduling the appointment. Employees are required to give 24 hours' notice to their supervisor regarding meetings they need to attend.
- Employees may not leave the worksite during working hours for personal business.
- If you are a member of Staff Council or other Marshall University sanctioned event, you are considered "on the job" when attending meetings to which you are a member. You are encouraged to attend; however, you must inform your supervisor prior to leaving the worksite to attend such meetings. As noted above, employees are required to give 24 hours' notice to their supervisor regarding meetings they need to attend.



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- Employees needing to leave work for their remaining scheduled shift must notify their supervisor prior to leaving. The employee is to fill out the required leave request and clock themselves out of the timeclock system.

### **REVISION HISTORY:**

- 07/01/2020 - Initial revision.