

Classified Staff Council ABSENTEE FORM

Attendance Policy for Classified Staff Council Member

By Law IV Meeting/ Section #7

All members of the Marshall University Classified Staff Council are to be in attendance at the designated time/day of Classified Staff Council meetings. When a member is absent from a scheduled meeting the Absentee Form is to be submitted to the Staff Council Office prior to or within five working days of the members return to work or the missed meeting. Illness (personal or family member) as well as scheduled vacation will be deemed excused absences. The Executive Committee will review Absentee Forms at their next scheduled meeting. The member will receive a copy of the reviewed Absentee Form. Failure to submit a completed Absentee Form will constitute an unexcused absence. Upon receiving notice of an unexcused absence, an appeal (along with a copy of reviewed Absentee Form) may be sent to the Classified Staff Council office prior to the next scheduled Classified Staff Council meeting. A member may appeal any unexcused absence

Upon a member receiving four unexcused absences (fiscal year/July 1 to June 30), the Classified Staff Council Chair will issue a letter of removal from Classified Staff Council. Upon receipt of such letter, the member will have five (5) working days from the date of the letter to file an appeal for reinstatement. Appeals for reinstatement will appear on the agenda of the next scheduled Classified Staff Council meeting. Those appeals will be put forth to council by the Classified Staff Council Chair for a vote to reinstate. Reinstatement grants one additional unexcused absence per year.

Name:	Department:	Date of Absence:
Supervisor Name:	Supervisor Department:	EEO Group:

Must be returned completed to Classified Staff Council Office prior to or within 5 days of the absence.

Reason for Absence		
<input type="checkbox"/> Sick – Off on approved Sick Leave	<input type="checkbox"/> Vacation - Off on approved Annual Leave	<input type="checkbox"/> Other
<input type="checkbox"/> Work Related		
Please Explain: (as this section is completed, text will continue to the page)		
Signed:	Date:	
Verified by Supervisor:		
Signed:	Date:	

Staff Council Use Only			Date Received:	
Prior Excused Absences		Prior Unexcused Absences		
<i>Date to Ex. Committee:</i>	<i>Excused</i>	<i>Signed Chair of Classified Staff Council:</i>		
	<i>Unexcused</i>			
<i>Appealed to All of Staff Council</i>	<i>Yes</i>	<i>Date Appealed to All of Staff Council:</i>		
	<i>No</i>			
<i>Upheld</i>	<i>Signed Chair of Classified Staff Council:</i>		<i>Date:</i>	
<i>Denied</i>				