

CLEMSON

U N I V E R S I T Y

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Unauthorized Absence

Unauthorized Absence Policy
Responsible Executive: CHRO
Originally Issued: September 29, 2006
Revised: August 27, 2018

POLICY STATEMENT

Because Clemson's workforce is vital to day-to-day operations, the University expects its employees and student workers to be present for work as scheduled. Employees and student workers taking time off are required to obtain prior supervisory approval. When an employee or student worker must be off work unexpectedly, they are required to notify the supervisor as soon as possible and request approval as soon as is practical. Any absence for which the employee or student worker does not obtain the required approval is considered an unauthorized absence. Clemson University does not compensate employees or student workers for unauthorized absences.

This policy applies to all Clemson University employees and student workers (hereafter referred to as "personnel"). Personnel who fail to adhere to this policy are subject to disciplinary action, up to and including termination.

REASON FOR POLICY

- To establish attendance expectations and the procedures for acceptable leave taking
- To establish the consequences for unauthorized absence from work

ENTITIES AFFECTED BY THIS POLICY

- All colleges/divisions of the University

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	Clemson.edu/employment/contact_hr/ Ask-HR

WEB ADDRESS FOR THIS POLICY

https://media.clemson.edu/humanres/policies_procedures/Leave/Unauthorized%20Absence%20Policy.pdf

PROCEDURES

Unauthorized Absence

1. Clemson University considers the following situations unauthorized absences:
 - Personnel who fail to report to work as scheduled
 - Personnel who fail to properly notify their supervisors of unforeseen absence(s)
 - Personnel who fail to present adequate justification for absence(s) when required
 - Personnel who leave work during scheduled hours without appropriate supervisorial approval
2. Instances of unauthorized absences are handled in accordance with the Discipline Policy, the Discipline Policy for “Non-Covered” Employees and the *Faculty Manual*.
3. In accordance with the University’s Separation from Employment Policy, personnel who fail to report to work for three consecutive workdays and fail to contact the University during this time are considered to have voluntarily resigned (i.e., job abandonment).

Unforeseen Absence

1. *Unforeseen absence* is missed work that is both verifiably necessary and unexpected.
2. Personnel are expected to inform their supervisors of unforeseen absences as soon as they become aware of the situation that necessitates the absence or, when immediate notification is not possible, as soon thereafter as is possible.
3. It is the responsibility of personnel to provide information/documentation regarding an unforeseen absence in order that the justification can be evaluated and the missed work charged to the appropriate type of available leave, including unpaid leave.

Authorization/Approval

1. It is the responsibility of personnel to obtain approval from their supervisors, or designees, for any absence from scheduled work.
2. Time off must be requested and approved or disapproved in the University’s official timekeeping system.
3. Approval for scheduled leave taking should be requested as early as possible before the absence. The minimum acceptable amount of advance notice should be established by the supervisor based on the college/division’s business needs.
4. Approval for unforeseen absences is at the discretion of the supervisor, and personnel may be required to provide justification in the form of documentation from a medical practitioner or other appropriate official.
5. The process for obtaining approved time off is outlined in Clemson’s Absence from Work Guidelines.
6. It is the responsibility of the supervisor to record unauthorized absences in the form of unpaid leave in the University’s leave tracking system.

RESPONSIBILITIES

Responsible Party	List of Responsibilities
Employee/Student Worker (Personnel)	<ul style="list-style-type: none"> • Request prior approval for scheduled time off within the established timeframe • Inform supervisor as soon as is practicable of any unforeseen absence • Supply justification for unforeseen absences when requested to do so
Supervisor	<ul style="list-style-type: none"> • Provide expectations for the preferred/minimum amount of advance notice for leave requests based on the college/division’s business needs • Review and approve or disapprove requests for time off • Record unauthorized absence in the University’s official leave tracking system • Contact OHR for guidance in managing unauthorized absences
Human Resources (Office of)	<ul style="list-style-type: none"> • Manage the University’s response to prolonged unauthorized absences, including job abandonment • Help personnel and supervisors set clear expectations when recurring issues with leave requests arise
Payroll Department	<ul style="list-style-type: none"> • Monitor the recording of unauthorized absences in the leave tracking system to ensure pay is adjusted accordingly

DEFINITIONS

For definitions, please refer to the [OHR Glossary of Terms](#).

RELATED RESOURCES

<p>University Policies and Documents</p> <p>Discipline Policy</p> <p>Discipline Policy for "Non-Covered" Employees</p> <p>Faculty Manual</p> <p>Absence from Work Policy</p> <p>Absence from Work Guidelines</p> <p>Separation from Employment Policy</p>
<p>University Forms and Systems</p> <p>KRONOS (Clemson’s official timekeeping system)</p>

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