

Rock Valley College

RVC Board Policy 3:20.060

Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting an absence may not be paid for the absence.

Any College employee who has been hospitalized for any time during an absence of three or more consecutive days must provide a doctor's release prior to returning to work. The release must state that the employee is, in the judgment of the doctor, capable of returning to work as of a specified date. The employee will not be allowed to return to work prior to the specified date, and the employee must return to work on the specified date an extension of the absence is required. Extensions must be approved by the appropriate Vice-President.

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive days without proper notification.

Reference: Board Reports 2303, 909, 150

Implemented: February 28, 2012

Revised: April 8, 2014