

ABSENTEEISM AND TARDINESS

Langston University expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Langston University has established extended sick leave and long-term disability benefit plans to compensate employees for certain time lost for legitimate medical reasons (Please consult the appropriate sections of the Staff Handbook for information regarding these benefits).

Should you be unable to work because of illness, you must notify your supervisor or your department head by 8 a.m. on each day of your absence unless you are granted an authorized sick leave, in which case different notification procedures apply. (See the sick leave of absence policy in the Staff Handbook.) Failure to properly notify the University results in an unexcused absence and leave without pay.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Langston University is grounds for disciplinary action, up to and including dismissal.