

WORK HOURS

1. Regular work week—For payroll record-keeping purposes, the workweek at Langston University begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday. The workweek is defined as being 40 hours.
2. Absenteeism—An employee who is absent from work should notify his or her immediate supervisor and indicate when he or she will return to work. In the case of shift employees, such notification should occur no later than one hour prior to the beginning of the next shift. Employees should note that excessive absenteeism will reflect adversely on one's performance evaluation and may lead to termination.
3. Tardiness—Work is normally scheduled to start at 8:00 a.m. in the morning and end at 5:00 p.m. for employees. However, certain employees may operate outside these hours. In any case, employees should be at their workstation at the expected time. Tardiness may lead to disciplinary action.
4. Abandonment of position or voluntary resignation—An employee who fails to report to work for three consecutive days without notifying his or her supervisor may be deemed to have abandoned or voluntarily resigned from his or her position and may be summarily terminated from the employment of the University. Such a termination shall take effect from the last day the employee physically worked.
5. Lunch period—A lunch period consists of one hour daily work cessation that may be scheduled at different times to meet the needs of the department. However, employees may not forgo the lunch period to shorten the workday or workweek.
6. Work break—Brief period of no more than 15 minutes each may be extended to employees as a privilege and not a right. There shall be no more than two of such breaks in a workday. Work break time cannot be accumulated, added to the lunch break, or used to shorten the workday or work week.