

4.26 Attendance, Absenteeism and Unauthorized Absence (Revised 6/22/21)

Regular attendance at work is a necessary condition of employment at the College.

Absence from work shall be subject to disciplinary measures by the College, up to and including dismissal, unless such absence is:

- A. Authorized: or
- B. permitted under these policies, or
- C. allowed by law; or
- D. is permitted by the specific contract of employment applicable to the employee.

Any employee who is deemed to be absent from duty without proper notification to the College shall be subject to disciplinary measures by the College, up to and including dismissal. Any employee who is absent for three or more consecutive days without prior notice/approval will be considered to have abandoned their position and voluntarily resigned.