## Attendance and Punctuality

When an employee is hired at the University of Detroit Mercy, he or she accepts the responsibility to work every scheduled dayciAssian stameted rule, an employee will be

If an employee must be unavoidably absent or tardy from their job (that is, other than planned vacations or personal business times that have been approved in advance), it is their responsibility to let their supervisor know as soon as possible in advance but no later than fifteen (15) minutes after the scheduled work time.

Employees who fail to be at their designated work area at the beginning of their shift will be considered tardy. Employees who fail to stamp or log in seven (7) or more minutes after the scheduled start of the shift will not be paid for time missed. Repeated or habitual tardiness will result in progressive discipline including verbal and written warnings, suspension without pay and discharge.