

Good Attendance Habits

Texas Woman's University expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time essential functions of their jobs. Good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- Appearing for work no sooner than five (5) minutes prior to the start of the shift (this is primarily for non-exempt employees) and no later than the start of the shift;
- Being at your work station ready for work by the start of the shift;
- Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks;
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by your supervisor;
- Not leaving work until the scheduled end of your shift unless excused by a supervisor;
- Leaving promptly at the end of your shift, unless you have been given advanced, written permission from your supervisor to work past that point (this is primarily for non-exempt employees); and
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (please refer to your departmental call in procedure for calling in absent or tardy).

Please review TWU University Policy 3.17 "Staff Attendance, Vacation and Sick Leave" for additional information.