

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK
DELETED POLICY

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.3	Tardiness	Revised	02/01/2004

POLICY DELETED 4.1.2004

Audience:

All Logistics employees within specific work groups that decide to use a tardiness policy.

NOTE: Each Logistics work group may decide whether or not to use a tardiness policy. If the decision of the work group is to use a tardiness policy, the following policy will be the policy in effect.

Purpose:

To provide guidelines for recording and reporting tardiness.

Policy:

An employee shall be considered “tardy” when arriving or clocking in more than seven (7) minutes after their scheduled work start time.

Procedure:

The employee must complete a Leave Request Form and submit it for approval in SAS Online, Create Leave Request upon arrival at work. Employees may not approve their own leave request form, electronic or paper.

Leave time due to tardiness will be calculated in increments of fifteen (15) minutes and charged to the employee’s accrued leave time.

If the employee does not have sufficient accrued leave time to cover the amount of time the employee was tardy, the leave time will be recorded as leave without pay (LWOP).

Leave time due to tardiness will be recorded as Unscheduled Leave. Refer to Logistics Policy 1.1, Attendance for additional information regarding Unscheduled Leave.

Examples of fifteen (15) minute increments:

Minutes Late	Accrued Leave/Docked Time
8 -15	15 minutes Unscheduled Leave
16-30	30 minutes Unscheduled Leave
31-45	45 minutes Unscheduled Leave
46-60	60 minutes Unscheduled Leave

Approved by Leadership: _____

Date: _____

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Consequences:

An employee that consistently reports to work past their scheduled work start time will be subject to disciplinary action up to and including termination as outlined by the UTMB Handbook of Operating Procedures, HR Policy 3.10.1, Discipline and Dismissal. Refer to Logistics Policy 1.10, Disciplinary Process, for additional information.

References:

Logistics Policy 1.2 Attendance
Logistics Policy 1.10 Disciplinary Process

UTMB Institutional Handbook of Operating Procedures:

HR Policy 3.10.1 Discipline and Dismissal
HR Policy 3.10.2 Appeals
HR Policy 3.10.3 Grievance