

# UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.2	Attendances	Revised	02/01/2004
				05/23/2005
				12/01/2007

**Audience:**

All Logistics classified employees.

**Purpose:**

To establish a consistent standard for attendance throughout Logistics.

**Policy:**

Each Logistics employee must maintain a rolling twelve (12) month (365 day) attendance rating for Unscheduled Leave Occurrences (ULO) of 100% or less. An Unscheduled Leave Occurrence (ULO) rating of 100% in a twelve (12) month period equals twelve (12) Unscheduled Leave Occurrences. Failure to maintain this standard will result in disciplinary action up to and including termination.

**Definitions:**

- Absence – time off from work that may be recorded as Scheduled or Unscheduled.
- Scheduled Leave – the request to be absent is submitted for approval by close of business the previous business day, or within four (4) hours of the beginning of the leave on the same business day.
- Unscheduled Leave – the request to be absent is not submitted for approval in advance as defined above.
- Unscheduled Leave Occurrence (ULO) – unscheduled absence of a partial or full workday; or – unscheduled absence of a partial or full workday followed by subsequent unscheduled absences of partial or full workdays for the same reason.

**Procedure:**

Each employee’s attendance rating will be calculated as defined below:  
$$\text{Unscheduled Leave Occurrences} / \text{Number of Months in the Evaluation Period} \times 100\% = \text{ULO rating percentage.}$$

- Examples:
- 8 ULO/12 months X 100% = 66.67%
  - 11 ULO/12 months X 100% = 91.67%
  - 12 ULO/12 months X 100% = 100%.
  - 14 ULO/12 months X 100% = 116.67

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Approved by Leadership: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Consequences:**

An employee who does not meet the rolling twelve (12) month (365 day) Unscheduled Leave Occurrence (ULO) standard of 100% or less 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.

An employee will continue through the appropriate disciplinary steps until the employee has achieved a 100% or less Unscheduled Leave Occurrence (ULO) rating for a 365 day period from the date of the last disciplinary action, unless terminated.

Employees who have been placed on disciplinary action with a written reprimand due to above 100% Unscheduled Leave Occurrence (ULO) ratings will be required to provide a doctor's certificate for Unscheduled Leave due to illness as outlined in Logistics Policy 1.1 Leave Administration.

## **References:**

Logistics Policy 1.1 Leave Administration  
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