

Piedmont Virginia Community

Section VIII – Human Resources Policy

VIII – 12.0 Policy on Attendance - Guidelines

Policy #:	VIII-12.0
Effective:	January 31, 2022
Revised:	New
Responsible Dept:	Human Resources

1. Purpose

The purpose of this policy is to establish Piedmont Virginia Community College's policy and procedures for handling employee absences to promote the efficient operation of the college and minimize unscheduled absences.

2. Policy Statement

Piedmont Virginia Community College (PVCC) expects its employees to be reliable and punctual in reporting for scheduled work to maintain a productive work environment. These guidelines define the amount of advance notice required for an absence to be considered scheduled and the proper notification required for an Unscheduled Absence. All requests for an absence must be entered into HRMS by the employee. HRMS is the system of record at PVCC for absence submission and approval.

3. Procedures for Implementation

3. a Scheduled Absences

Advance Notice: You must provide at least five (5) days' notice of pre-planned leave use. Your supervisor will respond to the Scheduled Absence request within two days of submitting the request.

Unforeseeable requests outside the timeline stated above should be submitted with as much advance notice as possible (preferably a minimum of 24 hours in advance). Approval will be at the supervisor's discretion.

3.b Unscheduled Absence/Call Outs

Proper Notification: You must provide notification of any unscheduled absence or late arrival as soon as possible, and prior to the start of your scheduled workday/shift. The primary method for communicating your absence or late arrival from work is email or text message to your supervisor. Alternate means of communicating your absence is via a phone call. When calling in, you must communicate directly with your supervisor to report any Unscheduled Absence. For all notification methods, you must receive confirmation from your supervisor that your absence has been acknowledged. Leaving a voicemail message with the appropriate supervisor is not considered proper notification.

Unless otherwise authorized, you are expected to contact your supervisor each day during an unscheduled absence.