ATTENDANCE POLICY

Time Away From Campus

All full-time staff must complete and sign their monthly attendance form by the fourth day of the next month. Time away from campus for other than approved official business must be taken as sick or vacation time. Any time away from campus that involves a stipend or salary being paid must be taken as vacation time. Should you have any questions, see the Director of Athletics.

Paid Time-Off Policy

Any non-university activity that results in a staff member being away from the office for more than two hours during a workday must be taken as vacation. Also, any activity that results in non-university related compensation (i.e. camps, speaking engagements, etc.) must be taken as vacation. The Director of Athletics must approve all requests for vacation in advance.