

Absenteeism and Tardiness

Marietta College expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Marietta College has established sick and medical leave policies and short- and long-term disability benefits plans to compensate full-time regular employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for a disability.

If you are unable to work because of illness, you must notify your supervisor within one half hour of your regularly scheduled starting work time on each day of your absence unless you are granted an authorized extended medical leave, in which case different notification procedures apply. Failure to properly notify Marietta College results in an unexcused absence.

If you are absent for more than five consecutive workdays, a statement from your physician is required before you will be permitted to return to work. In such instances, Marietta College also reserves the right to require you to submit to an examination by a physician designated by Marietta College at its discretion. In addition, Marietta College may require you either to submit a statement from your physician or to be examined by a college-designated physician in other instances at its discretion, such as where abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Absenteeism or tardiness that is unexcused or excessive in the judgment of Marietta College is grounds for disciplinary action, up to and including dismissal.