



3364-25-31

President

:  
August 12, 2024

Chief Human Resources Officer

January 1, 2009 policy

University of Toledo – Main Campus hourly full-time and part-time non-probationary employees who earn sick time (CWA and classified/non-union)

X Minor/technical revision  Reaffirmation of existing policy

--	--	--	--

(A) Policy statement

Each employee is a very important team member at the university of Toledo. Regularity of attendance is essential that this absentee control procedure be applied equitably to all employees who meet the eligibility definition below. The university of Toledo wants to maintain a fair and reasonable work environment and give recognition to the important contributions of each employee to the university of Toledo.



4. No call/no show means an employee does not show for their shift/work day and does not call in.

## (F) Corrective action

For the purposes of corrective action, the following table describes the corrective action intervals and summarizes the action required:

## Corrective Action Intervals for Sick Days

Sick day levels	5	7	9	11	13	16
Actions required	Verbal counseling	Written warning 1	Written warning 2	Suspension on paper 1	Suspension on paper 2	Termination

Disciplinary action issued for violation of the sick leave program will be on a separate track of corrective action and cannot build on prior performance issues. However, management can take attendance into account when determining the level of discipline for performance/code of conduct/non-attendance related issues and when the employee has demonstrated a pattern of attendance problems.

Termination hearing: Any employee who is recommended for discharge based solely on attendance shall be entitled to a pre-disciplinary hearing where the employee may give his/her version of the events at issue. No other levels of corrective action for attendance are entitled to a pre-discharge hearing.

## (G) Redemption program

If an employee goes a full ninety (90) calendar days, starTJ0 T6-0.003 Tw 0.23 0 Td(of)Tj.001 s0 Tw 25dan



