

Lakeland Community College

POLICY TITLE:	ATTENDANCE
POLICY NO:	3354:2-20-71
ORIGINALLY APPROVED DATE:	07/07/94
REVISED DATE:	01/22/26
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all employees.

A. Attendance Standard

1. The College has established the acceptable rate of absenteeism to be 10 or less days per year, exclusive of college-approved, long-term leaves of absence.

B. Violation of Standards

1. Excessive Absenteeism
 - a. Employees exhibiting a pattern of excessive and/or unwarranted absenteeism will be subject to corrective action.
2. Failure to Notify Supervisor of an Absence
 - a. An employee who fails to request or notify his/her supervisor of record of an absence in a manner established in policies 3354:2-20-52, 20-53, 20-54, 20-58 and 20-59 and/or in accordance with departmental procedures, shall not be eligible for use of accrued benefit hours and, after three consecutive days, may be subject to termination.