

**Indiana University  
Department of Family Medicine**

**Notification Policy for Unplanned Absence (former Call-in Policy) – for use in situations of unexpected, unplanned absence or time off**

Expectation: The Department of Family Medicine office is open from 8:00am-5:00pm. It is the expectation of the department that employees report to work on time, take appropriate breaks and/or lunch within the time constraints, depart work on time, and work a minimum 40-hour work week.

Employees should exercise professional courtesy by notifying coworkers of their absence via email or phone when the need arises. Employees should also be in communication with their supervisor when an unplanned absence is necessary.

There are three categories for notifying the office. Employees should select the appropriate category based on their needs:

**Full Day Absence:** Employees who will be absent for the entire day should contact the department's main office line (317-278-0300) or email [IUFAMMED@iupui.edu](mailto:IUFAMMED@iupui.edu) and leave the following information: name, date of absence, and supervisor's name.

**Late:** Employees who will be late should contact the department's main line (317-278-0300) or email [IUFAMMED@iupui.edu](mailto:IUFAMMED@iupui.edu) and leave the following information: name, date of tardiness, expected time of arrival, and supervisor's name. Employees are expected to notify the office if he/she will not arrive by the original expected arrival time.

**FMLA:** To protect the privacy of those employees on FMLA, employees must use the Full Day Absence or Late call in procedures, **plus** contact the Department Administrator (317-278-0348) or HR Representative (317-274-0254) with same information and the reason for absence. Employees are not required to leave the reason for absence on the department's main line.

Employees must contact office each day of absence for unplanned absences. Again, communication with your supervisor is very important.

Failure to use the appropriate call-in procedure may result in the absence or tardy being recorded as unexcused.

Using the appropriate call-in procedure does not prohibit disciplinary action for excessive absences or tardiness. Refer to the Department's Attendance Policy and Tardiness Policy for more details.