

**Indiana University**  
**Department of Family Medicine**

**Tardiness Policy**

Expectation: The Department of Family Medicine expects all staff to begin their work day at the assigned work start time and end the work day at the assigned work end time.

Notification: Employees must use the Call-in Policy for all absences and late arrivals.

Definition: An employee is considered tardy ten (10) minutes (actual time) after the start of the work shift.

An employee may not be late more than 3 times in a 60-day period. This does not include pre-approved late arrivals.

- 4<sup>th</sup> occurrence – oral warning (Progressive discipline, Step 1)
- 5<sup>th</sup> occurrence – written warning (Progressive discipline, Step 2)
- 6<sup>th</sup> occurrence – three day suspension (Progressive discipline, Step 3)
- 7<sup>th</sup> occurrence – termination (Progressive discipline, Step 4)

Upon the 4<sup>th</sup> occurrence, an employee will remain on progressive discipline for a minimum of 12 months. Progressive discipline will conclude 12 months after 6<sup>th</sup> occurrence or upon employment termination.

Flex-time/Make-up time: An employee who has an unscheduled tardy will not be permitted to make up time at the end of the day or within the week. The employee may use his/her sick time or any accumulated compensation time to cover time away. A scheduled tardy may be subject to make up time, if deemed necessary for the operations of the office. This make-up time request must be submitted in writing and approved prior to the scheduled tardy date. Make-up time will not be provided as a standard.

Scheduled late arrival: Scheduled late arrivals must be requested in writing to the immediate supervisor or departmental administrator a minimum of one work day prior. Written approval must be received in order for the scheduled tardy to be excused.

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