

UNAUTHORIZED ABSENCE

SUMMARY

This procedure explains how and when to use the leave code of unauthorized leave.

PROCEDURE

1. Unauthorized leave is an unexcused absence without pay.
2. Employees in all status codes may be charged with unauthorized time off without pay.
3. Unauthorized leave is to be used for unexcused absences and may be associated with disciplinary action.
4. Use either "U" when an employee has called in and the absence is not authorized or "UN" when the employee does not call or come to work.
5. Departments should be aware of Fair Labor Standards Act (FLSA) regulations regarding partial day absences for job basis employees.

CONTACT(S):

Department/Division

Human Resources Department

REFERENCE DOCUMENT(S):

Leave Manual