

University Policy 200.03
WORK HOURS AND ATTENDANCE

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

Impermissible use of Lunch Schedule

The lunch schedule may not be used to compensate for an employee's late arrival or early departure, or to cover time off for other purposes.

Breaks

Non-exempt employees are permitted one 15-minute rest break in the morning and one 15-minute rest break in the afternoon. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure time.

Employee Responsibility for Attendance

Employees are required to adhere to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch schedule as authorized.

Employees are expected to notify their supervisors as soon as possible if they expect to arrive to work late or will be absent due to an emergency or illness.

RELATED POLICY

Summer Flex Schedule

Documentation (Tools and Forms) available on HR website ò

Claflin.edu/about/offices-services/policies-and-procedures

MINOR REVISION DATE ò October 2021

