Rock Valley College

RVC Board Policy 3:20.060

Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, based on departmental protocol, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting a tardy or absence may not be paid for the tardy or absence.

Any College employee who has been hospitalized or otherwise incapacitated due to illness for three or more consecutive scheduled work days must provide a note from a health care provider as a basis for pay for those three days, and must also provide a health care provider 's release prior to returning to work. The release must state that the employee is, in the judgment of the health care provider, capable of returning to work as of a specified date.

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive scheduled work days without proper notification.

This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.

Reference: Board Reports 2303, 909, 150, 8377
Implemented: February 28, 2012
Revised: April 8, 2014; April 28, 2026