

**ABSENCE WITHOUT APPROVED LEAVE
THE PEOPLE CENTER**

POLICY STATEMENT

Absence without approved leave includes failure to report to work or failure to remain at work during appointed hours. Employees will be subject to disciplinary action, up to and including discharge, for absences without approved leave.

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center intranet site for the most current version. This policy does not constitute an employment contract.

