

Policy 901 Attendance

Policy Number: 901

Effective Date: 06/01/16

Revised Date: 07/26/19; 11/09/2020; 09/20/2023

Scope

This Policy on Attendance applies to faculty, staff, predoctoral researchers, summer scholars, and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

Purpose

The purpose of this Policy is to establish guidelines for attendance for module courses and other activities and courses.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

The SGC expects good attendance and punctuality. If a Covered Individual is going to be late for work or absent, the Covered Individual must call in each day of the lateness/absence as early as possible, and no later than one hour before the start of work unless prior arrangements have been made. Notifying a co-worker is not sufficient; the Covered Individual must make every effort to speak with their supervisor and, if that is not possible, must leave a message for the supervisor on voicemail or e-mail.

Excessive absences or late arrivals may result in discipline, including termination. In general, absences will be considered excessive when the absentee rate is 3% or greater. For calculating the absentee or late arrival rate, absences will not count if they are authorized. Authorized absences include but are not limited to FMLA absences, vacation leave, jury duty leave, or approved unpaid leave. Sick days do count toward the absentee rate; the exceptions are FMLA sick days or sick days for which leave has been granted under the Americans with Disabilities Act or similar laws. Failure to call in or come to work three days in a row, absent extenuating circumstances, will be considered a voluntary resignation.

This policy will be interpreted in accordance with all applicable laws, including the Family and Medical Leave Act and the Americans with Disabilities Act.

Predoctoral Researchers:

To meet the goals of the program, predoctoral researchers are expected to comply with the above policy, fully participate in all phases of the research program, and maintain an acceptable time and attendance record. A predoctoral researcher who is unable to meet the time and attendance standard must notify the Dean for Academic Affairs in advance of the tardiness or absence. With prior approval from the advisor and the Dean for Academic Affairs, a predoctoral researcher may take personal days, the number of which will be determined by the predoctoral

researcher's need. Excessive absences or late arrivals may be grounds for dismissal from the program. As defined by the SGC Attendance Policy, "In general, absences will be considered excessive when the absentee rate is 3% or greater. For calculating the absentee or late arrival rate, absences will not count if they are authorized."

Authorized absences for predoctoral researchers include, but are not limited to, FMLA absences, jury duty leave, or approved unpaid leave.

Module Attendance for Predoctoral Researchers:

Predoctoral researchers are required to attend all portions of all modules. The required times will be distributed in the schedules that accompany each syllabus. These will include:

- 1) Lectures, both in-class and Wednesday seminars and Friday Science Clubs
- 2) Journal clubs
- 3) Laboratory sessions, both the scheduled time as well as any extra time that may be necessary to complete the work. If finished early, predocs may be dismissed by the laboratory instructors.

Any absence needs to be cleared by the lead faculty of that module prior to the absence through email. Exceptions to this policy are made for emergencies where it may not be possible to contact faculty ahead of time. In those cases, predocs are encouraged to contact the faculty and/or the Dean for Academic Affairs as they are able. Unexcused absences for non-emergency reasons will be referred to the Dean for Academic Affairs for subsequent action. In the event of class cancellation due to any reason including weather, predoctoral researchers will be notified via email.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on November 09, 2020.

This Policy was reviewed and amended by the GSSIMR Board of Directors on September 20, 2023.

This Policy will be reviewed by the GSSIMR Board of Directors in 2026.