

University of Arkansas

Facilities Management
ABSENTEE CALL-INS

Central Supply Policy for Absentee Call-Ins:

It is the responsibility of every staff member to notify your direct supervisor, in the event of an absence for which prior arrangements have not been made. It is preferred that such calls be made between 7:30 a.m. and 8:00 a.m.

If you speak with anyone other than your immediate supervisor, Assistant Central Supply Manager or the Central Supply Manager, it does not relieve you of your responsibility to notify your supervisor of your absence. Failure to notify your supervisor may result in leave without pay and/or further disciplinary action.

Procedure:

Absence is defined as not being at work when the 7:30 a.m. whistle blows.

Regardless of the nature of any unplanned absence, whether due to alarm clock failure, sickness, and death in your immediate family or emergency need for Annual Leave; each employee must notify their immediate supervisor as soon as possible. During the regular work week we prefer you call-in between 7:30-8:00 a.m. because you are more likely to reach your immediate supervisor or another contact in the line of organization.

If you are scheduled for work other than Monday – Friday, 7:30 a.m. to 4:00 p.m., you still must contact your supervisor if you will be late or otherwise unable to report at your scheduled work time.

Notification should come from the employee directly, however, in the event that you cannot make the call, your spouse, family member or an acquaintance may do so for you. As soon as you are able, you need to contact your supervisor yourself.

In the unlikely event that your supervisor, CESU Assistant Manager or CESU Manager are all unavailable, call another supervisor or the reception desk. Report your absence but at the same time find out when your supervisor or another approved contact will be available and call back at that time.

*See attached list of phone numbers

The attached list of CESU positions and telephone numbers should help.

CESU Supervisor-----	575-7213
CESU Tool Room/Special Setups Supervisor-----	575-6167
CESU Assistant Manager-----	575-6172
CESU Manager-----	575-6170
CESU Front Desk-----	575-3840
CESU Stock Buyer-----	575-8460
CESU Buyer-----	575-5248
CESU Buyer-----	575-3585
CESU Sales Counter-----	575-7213
CESU Receiving-----	575-6171
CESU Accounting-----	575-7287
CESU Supply Inventory-----	575-7339