

EDINBORO UNIVERSITY OF PENNSYLVANIA

EMPLOYEE ABSENCE FOR SANCTIONED ACTIVITIES-Policy No. C040

Supersedes Policy No. C040, Dated June 25, 1991

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on May 18, 1994

Review Date: As Required

INTENT

This policy is intended to provide guidelines and procedures to permit employees of Edinboro University to be absent from the workplace during normal work hours in order to participate in official University activities or University-sanctioned public service. Its purpose is to avoid confusion or interference when official occasions take priority for individual participation over routine employment responsibilities. This policy is not intended to conflict with any existing collective bargaining agreement; perceived conflicts or questions of interpretation should be resolved at the appropriate Meet and Discuss or through normal grievance procedures.

POLICY

Employees of Edinboro University may be absent from the workplace during normal work hours or from normal work activities with the permission of a management supervisor and the appropriate vice-president in order to take part in official University activities or sanctioned public service. Examples of University activities may include divisional meetings, University convocations, receptions, ceremonies, expositions, etc. Examples of sanctioned public service include official civic activities, volunteer emergency service, leadership or service in charitable activities, representation of the University at off-campus events, etc.

Such assigned activities will be considered as service in lieu of customary employment for the benefit of the University, and may be accounted for as regular employment activity by supervisors, except that sanctioned public service may not be counted as overtime or alternative shift time.

PROCEDURE

An employee called to perform official activities for, or on behalf of, the University or one wishing to perform such service should obtain permission from the appropriate vice-president in advance and make general arrangements with the appropriate management supervisor before involvement, so that prior understanding of such service is understood and any conflicts with ordinary assignments can be reduced or eliminated. When sanctioned activities or service responsibilities demand absence, the employee will inform the immediate supervisor and management supervisor of the need for absence and will make arrangements for replacement where necessary. If prior notice is not possible because of emergency need, the employee may proceed with the assignment or service and notify the supervisor at the first reasonable opportunity, providing documentation if requested. Recurrent or serious conflict with regular employment because of involvement in sanctioned University or public service activities may be referred to the appropriate division vice-president for disposition.