

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<p><b>Index: 205</b></p> <p><b>Page: 1 of 1</b></p> <p><b>Subject: Reporting for Work</b></p> <p><b>Revised: October 24, 2002</b></p>
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## **Reporting for Work**

Employees are required to report to work as scheduled by the supervisor. If unable to report for work, employees must notify the supervisor of the reason at least ½ hour prior to their scheduled start time. If employees are unable to reach the supervisor, they should notify the Office of Human Resources of their inability to report for work. An employee may be deemed to have voluntarily resigned from his/her position if absent for more than 3 consecutive workdays without providing the required notice to Ringling College of Art and Design.

If unable to remain at or return to work as scheduled, employees must notify the supervisor of the reason in advance. If employees are unable to reach the supervisor, they should notify the Office of Human Resources at 359-7619.