DIVISION OF STUDENT LIFE
Attendance Policy

The Division of Student Life is an integral part of campus life at UW-Madison. It must have sufficient staffing levels at all times to maintain a high level of service and support. The division recognizes potential differences in work schedules between academic and classified staff. Academic staff members are typically exempt from the Fair Labor Standards Act (FLSA) and thus may have more flexibility in their work schedules than classified or non-exempt staff members (refer to the Work Schedule Guidelines for Academic Staff). The schedules for all staff are set by the operating needs of their department and are managed by their direct supervisor, in consultation, as needed, with department directors.

This document states the expectations for work attendance and applies to all divisional staff members.

A. Scheduled Absences
Employees should provide written notice to their supervisor of requests for paid leave and medical appointments in advance.

B. Unscheduled/Unanticipated Absences
In the event of an unscheduled or unanticipated absence, a staff member must provide their supervisor or the supervisor's designee with reasonable notice. Specific department procedures should also be followed.

C. Medical Verification of Absence
Our divisional policy requires that all staff members provide medical certification for sick leave used for more than five consecutive full work days, except when the use of sick leave is authorized in advance.