

**EASTERN MICHIGAN**  
U N I V E R S I T Y™

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section:</b>	<b>Administration</b>	<b>Effective date:</b>	<b>May 2008</b>
<b>Subject:</b>	<b>Work Absence</b>	<b>Procedure Number:</b>	<b>A -16</b>

**Purpose**

This procedure is intended to outline Physical Plant expectations for absence or reporting late to work.

**Procedure**

1. You must contact your supervisor to report your absence or if you are going to be late reporting to work. If you are unable to contact your immediate supervisor, you must contact their supervisor.
2. Additionally, all FM employees must call the appropriate sick line to report an unscheduled absence.

State Buildings (General Fund Employees) call 487-0210

Housing Buildings (Auxiliary Fund Employees) call 487-1226

Skilled Trades call 487-3591

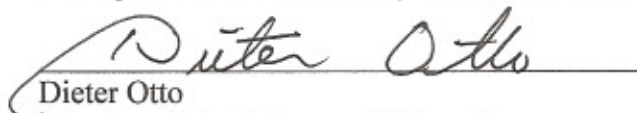
3. Everyone must have prior approval for all absences other than sick leave.
4. Annual leave requests must be in writing to your supervisor at least 24 hours prior to the start of the time requested.

Authorized by:



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Scott Storrar  
Manager, Facilities Planning and Construction



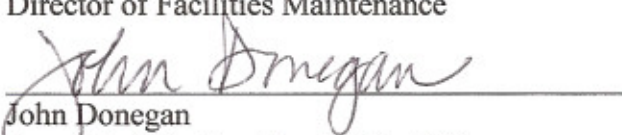
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