

Attendance Issues and



Time Off Policies

This workshop covers the University's paid-time-off policies, their interpretation, and common attendance-related problems associated with these policies. The focus is on time-off policies for bi-weekly-paid staff, but the policies for monthly-paid staff are also summarized. This workshop also covers common myths about time-off policies, the supervisor's rights and responsibilities, handling absentee and related problems effectively, and using progressive discipline.

Location: Human Resources Administration Conference Room, Union Building North, Room 372

Time: 9:00a.m. - 12:00p.m.

Date: 11/19/08

How to Register:

To register online for this opportunity, access the HRA website at www.hra.iupui.edu. Click on "Training & Organization Development", then click on "Workshops and Registration". Now click on the upper right where it says "SignUp HR click here to login". If you have questions or need assistance please contact us at hrratrng@iupui.edu or 274-4438.