



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 9.1**  
**Date Approved: 07/27/90**  
**Date Amended:**  
**Reviewed w/no Changes: 09/2004**  
**Office of Responsibility: VP Fin**  
**Page 1 of 1**

---

**SUBJECT: ABSENT WITHOUT LEAVE**

---

- I. **PURPOSE:** To define absence without leave and its implications.
  
- II. **POLICY:**
  - A. All unauthorized or unreported absences shall be considered absence without leave. Such absence may be grounds for disciplinary action. Absence without leave for three or more workdays generally will be considered sufficient grounds for termination. All absences without leave will also be considered leave without pay or will be charged to the employee's unused accrued annual leave, if any.