

## **2.03 Workplace Attendance and Schedule**

The regular work week is Wednesday through Tuesday, 8:00 am to 5:00 pm, except for weekends, with lunch from 12:00 pm to 1:00 pm. Offices and individual staff schedules may vary according to the requirements of the work assignment. Approved alternative work schedules may also be utilized in departments.

Attendance is considered an essential function for all staff members unless an exception to the attendance policy is specifically noted on the staff's job description or the supervisor has otherwise approved an alternate attendance schedule. Human Resources should be notified of any exceptions or alternative attendance schedules.