



EMPLOYEE NOTICE OF POLICY ON ABSENTEEISM AND TARDINESS

Section 108.04(5g) *Wis. Stats.*, requires that UWM notify you in writing of changes in the application of the Unemployment Insurance law regarding discharges for absenteeism or tardiness, effective April 2, 2006. In accordance with the new law,

UWM reserves the right to terminate your employment if you fail to notify your supervisor of being tardy six (6) or more workdays in a 12-month period prior to the date of discharge. Tardiness is arriving for work **after** the time that you are scheduled to begin.

and

UWM reserves the right to terminate your employment if you fail to notify your supervisor that you will be absent five (5) or more workdays in a 12-month period prior to the date of discharge. An absence is defined as a failure to show up to work without prior approval on a day that you are scheduled to work.

When you encounter the circumstance where an unscheduled absence or tardiness is likely, you must call your supervisor or department as directed in advance of your regularly scheduled start time.

I hereby verify that I have received a copy of the aforementioned policy on adequate notice of absence or tardiness.

Signature

Date

Print Name