inappropriate by the University. Regular vendors of the University will conduct their business through authorized University personnel.

Employees may participate in generally acceptable solicitations during their scheduled breaks or lunchtime.

University approved functions, such as the United Way Campaign, are exempt from this policy.

**EXPECTATIONS OF EMPLOYEES**

**Attendance**

Regular attendance is expected of all employees. However, there may be times when it is necessary for employees to be absent due to illness or personal reasons. The University supports employee needs in this regard.

Employees should follow departmental guidelines when reporting work absences. In general, employees who need to be absent from or tardy to work for any reason should notify their manager or supervisor as soon as possible before the start of their work schedule. Supervisors reserve the right to require additional contact from employees when deemed necessary.

Individual departments have the authority to define excessive absenteeism for their employees. Departments should keep records to ensure consistency within the department. Employees who are excessively absent will be subject to progressive discipline. The Department of Human Resources should be consulted when serious disciplinary action regarding excessive absenteeism is necessary.

**Requesting Leaves of Absence**

The University of Alabama recognizes the fact that from time to time, personal situations arise that require an employee to be absent from scheduled work. Employees who seek any type of leave of absence must acknowledge that they intend to return to work. An absence of longer duration than three (3) working days may require requesting a leave of absence. Medical, personal and military leaves of absence must be applied for separately. Combined leaves or leaves that end on one day and begin the next day, must be approved in advance of the leave expiration or continuation.

**Performance Reviews**

Performance review and feedback from the employee’s supervisor is an important part of the employment relationship. It is the responsibility of all department supervisors or managers to prepare and conduct regular performance reviews with each of their employees.

Performance reviews occur at the completion of an employee’s introductory period and annually thereafter. Supervisors reserve the right to conduct performance reviews more frequently if deemed necessary.

Performance reviews are intended to stimulate the morale and effectiveness of employees through joint planning of objectives and through constructive feedback.