Attendance Policy

The Interlibrary Loan Department’s Attendance Policy is as follows:

- Students are expected to arrive at work on time. Constant tardiness is unacceptable, and you should call your supervisor if you are running late.
- Students are allowed **two planned** and **two unplanned** absences per semester.
  - Planned absences include vacations or taking time off to complete a project.
  - Unplanned absences are used when someone misses a shift or calls in sick.
  - Notification - Students with scheduled work hours are expected to notify their supervisor of each absent day at least one hour prior to their start time. **In addition, send an email to Lib-ill@luc.edu.**
- Additional time off will be at the discretion of the ILL Librarian, and you will be expected to make up your hours.
- This policy does not apply to University holidays or breaks. Time off during the summer semester is handled on a case-by-case basis.
- Excessive tardiness or absences will result in an oral warning. If the problem persists, a written warning will follow. Continued offenses will result in suspension or termination.

Need to Reach Us?

**Contact Info:** Lib-ill@luc.edu

Jennifer Stegen, ILL Librarian

- 773-508-6022
- jstegen@luc.edu

ILL Assistant:

- 773-508-8404

You may request a hard copy of this policy if you'd like.