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## Attendance

Pittsburg State University expects all employees to assume responsibility for their attendance and promptness. If you are unable to work for any reason, you must notify your supervisor or your department head as soon as you know that you will be absent or tardy. You must notify your supervisor every day of your absence unless your supervisor has an understanding that the absence will be for a specific time or you are granted an authorized leave.

Click here for the [Disciplinary Attendance Policy](#).

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