

**LESSON TITLE:** *Attendance/Punctuality*

**INTRODUCTION:** Upon completion of this lesson, students will understand the importance of attendance in the classroom and workplace. In addition, the objectives listed below should be met.

**OBJECTIVES:**

- Understand the importance of punctuality/attendance
- Attend/leave class/work on time
- Notify instructor/employer in advance of planned absences
- Make up assignments punctually

**MODULE OVERVIEW**

A student's attendance behaviors affect the success of that individual, the class, and/or the business for which they work. Employer expectations, like that of an instructor, are simple – be present and on time. If circumstances arise that cause one to be absent or late, notify the teacher or supervisor immediately. This module examines instructor and employer expectations, student/employee obligations, and the negative outcomes of poor attendance. In addition, the student will have an opportunity to focus on attendance behaviors by participating in various activities provided.

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## ATTENDANCE/PUNCTUALITY

Student or employee attendance and punctuality behaviors affect the success of the individual, the class in which he or she is enrolled, and the business in which they work. At most educational institutions students are expected to attend class every day of the semester and to be on time for each class. Employers expect the same of their employees.

A student's success is directly related to his or her attendance and punctuality. A student who is not in class cannot learn. No matter the career choice, skills and techniques to pass the course and be successful on the job are taught in the classroom or lab. A student who is late for class is disruptive to the instructor, to fellow classmates, and to his own learning ability. Excessive absences or tardiness shows poor planning and preparation, and lack of motivation and commitment on the part of the student. The attendance policy of schools and workplaces are contained in their respective handbooks.

Employers expect their employees to be present and on time whenever they are assigned to work. Employees who are not at work cost their employer's money in several areas. First, employees who **are** at work oftentimes must do their own job, and then also do the jobs of the absent employee(s). Second, the increased workload increases the possibility of job-related accidents, along with causing deteriorated employee morale. Third, additional workload and paperwork is required by personnel departments to maintain sick leave hours, hours without pay, payroll deductions for tardiness, and so on. Other costs may be associated with absenteeism and tardiness of employees depending on the nature of the business. Absenteeism is costly in many ways; therefore, employers are concerned with the attendance and punctuality of their employees.

As a student, you have obligations to your instructor much like you will have to your employer. In an ideal world, no one becomes ill, the car always works perfectly, and babysitters can always be relied upon. Situations may occur which will prevent a student from attending class each and every day. In instances where you are going to be late or must be absent from class, you are obligated to inform your instructor of the situation – just as you would an employer. Most employers do not tolerate employees who simply do not show up for work and fail to call in prior to the start of their job shift. Many employees have been fired for just such behavior. While teachers cannot fire you from class, they will follow the attendance policy of their schools.

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Likewise, students are not expected to leave class prior to the end of a class period. When students leave class early, not only do they miss instruction/lab time, but they also miss out on notice of future assignments, instructions, and important class information. The same is true of employers. Workers who leave work early may miss out on production or lose customers who dropped by at the end of the workday, depending on career choice. Individuals with good work ethics leave work, or class, when their assignment is finished and not when they are just bored or feel like leaving. Doctor visits, dentist visits, or other appointment may occur during work or school hours. These should be spaced out; you should not have more than one routine appointment scheduled in one month's time at work. Please schedule all appointments on the days that you are not supposed to be at school or work. Regardless of the situation, you should always let your immediate supervisor or instructor know in advance of any dates that you will be absent or tardy.

Work missed during times of absence should be made up in a timely manner. School handbooks and/or teacher syllabi outline procedures for this. Remember that each instructor has his or her own definition of timely so make sure you ask if you are unclear about this. Some assignments may not be the type which can be made up if you are absent. Thus, it becomes increasingly important to advise your instructor of any known absences you will have as soon you know about them.

## RESOURCES AND ACTIVITIES

- Attendance PowerPoint
- Attendance1
- Attendance2
- Attendance3
- Attendance4
- Attendance5

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