

RC-DSAI Attendance Policy

Purpose:

This attendance policy ensures that all members of the RC-DSAI participate in centre activities and maintain high attendance.

Attendance Expectations:

- All members are expected to participate in centre activities and attend scheduled meetings, unless absent with an apology with valid reasons.

Consequences for Absences/Tardiness:

- Members who do not participate in three consecutive activities or have an annual attendance rate of less than 40% may be viewed as giving up their membership, resulting in revocation of centre privileges.

Exceptions:

- Exceptions to this policy may be made for members who have a valid reason for their absence, such as illness, injury, or personal leaves, conflict with other priorities assigned by PolyU. Members should notify RC-DSAI by sending apology notice to centre administration for absent with reason whenever applicable. Senior members of RC-DSAI including directors, department heads or above are excluded in this policy.

Conclusion:

We trust that all members of RC-DSAI will make attendance and participation in center activities a priority. We understand that circumstances may arise that prevent members from being able to participate in some of the events due to valid reasons, members are advised to notify centre administration when applicable.

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Co-Directors of RC-DSAI

