

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> January 10, 2017		<i>Number:</i> GO 1014
<i>Subject:</i> Attendance, Punctuality, and Absence Policy		
<i>References:</i> CALEA Standard: 22.2.1, University of Chicago Human Resources Policy U502 and U512, Illinois Council of Police Contract (Dispatchers)		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 5
<i>Amends:</i> 10 JUN 2016 Version 07 JULY 2010 (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Joanne M. Nee, Interim Chief of Police	Signature: Original signed document on file in Accreditation Office	

1014.1 PURPOSE

The purpose of this order is to provide a standard for attendance, and punctuality for employees, consistent with University of Chicago Personnel Policy.

1014.2 POLICY

The Department follows University policies U502 Attendance and U512 Sick Leave found at <http://hr.uchicago.edu/policy/index.html>.

1014.3 DEFINITION

Pattern Absences: Unscheduled absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave or other paid time off is accrued.

1014.4 TARDINESS

Department members will be considered tardy when they fail to report to their assigned work area and/or duties at their scheduled start time. Employees must adhere to the following guidelines concerning tardiness.

- A. Notification of tardy must be made as far in advance as possible, however, the notification of tardy does not excuse that tardy.
- B. Each tardy is considered ½ of an occurrence and individuals will not be compensated for time lost due to tardiness.

- C. A six (6) minute grace period is allowed for pay purposes only. An employee who is tardy (6) minutes or less is considered tardy, but will be paid for the time. Tardiness more than (6) minutes will be unpaid.
- D. An employee will not be allowed to apply paid absence accruals to any unexcused absence, regardless of the circumstance. Neither meal periods nor breaks may be used to cover absences at the beginning or end of the workday.
- E. Supervisors will record a tardy on the UCPD Sick, Tardy or Other Absence Report form and forward through the proper chain of command.

1014.5 ABSENCES

Employees are considered absent from work when not available for the assigned work schedule regardless of the reason. This policy addresses absence, not what leave may or may not be applied for any such absence. Employees and supervisors are responsible for compliance with University leave policies. The following procedures for calling in absent, must be followed.

A. Employee's Responsibilities

1. Employees shall speak directly to the applicable supervisor as soon as it is determined that the employee will not work the scheduled shift. Messages may not be left with a co-worker. Civilian and/or administrative employees shall notify their immediate supervisor or designee, as soon as their immediate supervisor is on duty. Notification shall occur not less than 2 hours or more than 12 hours prior to the beginning of the scheduled work. If the employee is unable to make the notification due to hospitalization or other exigent circumstances, notification by the employee's designee as soon as possible is appropriate (family member, friend, etc).
 - a. Dispatchers shall make notification of absence due to illness or injury as soon as possible, but no later than 90 minutes before the start of their shift, per the collective bargaining agreement.
2. The employee shall state the reason for the absence.
3. For an absence of more than one (1) day, the employee shall leave a phone number where they can be reached.
4. The employee shall follow up with notification to their immediate supervisor as soon as possible, if initial notification was not to the immediate supervisor.

5. The employee shall communicate with their supervisor the circumstances of the absence and how long they expect to be absent.
6. The employee shall advise the immediate supervisor if the absence is a result of approved FMLA.
7. If an absence will be longer than one (1) day, the employee shall call each day unless alternative arrangements have been made in advance with the immediate supervisor.
8. If an employee fails to notify their immediate supervisor, the employee may be subject to corrective action.
9. Employees absent three (3) or more consecutively scheduled days due to illness or or injury or those who are suspected of abuse of sick leave may be required to submit a proof of illness certificate issued by a health care provider and identifying when the employee or eligible family member was seen and treated.
 - a. For dispatchers absent due to illness or injury for three or more consecutively scheduled days, (per the collective bargaining agreement) a completed medical certification form releasing the employee to return to work is required.
10. Two (2) or more consecutive days of unscheduled absences without proper notification to the employee's supervisor or department will be considered job abandonment and result in termination of employment.

B. Supervisor's Responsibilities

1. The applicable supervisor on duty shall speak to the employee, determine the reason for the unscheduled absence and obtain a phone number where the employee may be reached.
2. The applicable supervisor on duty shall notify the employee's immediate supervisor as soon as possible.
3. For an absence of more than one (1) day, the employee's immediate supervisor, once on duty, shall call the employee at the phone number provided if the employee has not contacted the immediate supervisor to verify the reason for the absence and determine how long the employee expects to be absent.

4. If the employee is absent due to the illness, the supervisor shall ask if this is an FMLA qualifying event or, if the supervisor knows the employee is covered under FMLA, ask if this occurrence is FMLA related.
 5. The supervisor shall record the absences on proper prescribed worksheets as well as on the Department Sick, Tardy or Other Absence Report form that will then be forwarded through the proper chain of command.
 6. Supervisors may approve unscheduled absences for personal emergencies or inclement weather on a case-by-case basis.
- C. Unscheduled absences and tardiness (whether excused or unexcused), pattern absences, failure to provide appropriate notification, abuse of sick leave or other paid time off, or failure to follow Department procedures may result in corrective action up to and including termination of employment.

1014.6 TIME CARD PROCEDURES

All monthly employees will be required to complete and submit a monthly absence report via the UChicago Time system. All bi-weekly employees shall record their true and accurate hours of work by means of the designated time clock and/or the Time and Attendance Swipe Clock provided in the work area. This record of hours worked is to be made by the employee. The following guidelines will apply to timecards.

- A. Bi-weekly employees will be paid only for the time appropriately recorded on their time card and/or by the UC Time system.
- B. Bi-weekly employees are not to punch the time clock (or swipe in) more than (6) minutes before their start of shift unless specifically requested to do so by the supervisor.
- C. An employee is not permitted to punch out (or swipe out) from work more than (6) minutes after the end of their shift unless specifically requested to work overtime by the supervisor.
- D. If the employee fails to punch in/out or swipe in/out on time, s/he should do so as soon as possible and notify the supervisor of the error. The supervisor is responsible for notifying the payroll department of said error.
- E. The payroll department will not approve any overtime until the required approved overtime slip and/or To-From report has been received.

1014.7 PERSONAL HOLIDAYS

- A. Personnel who are in active status accrue two (2) personal holidays on January 1st, and one (1) personal holiday on April 1st, July, 1st, and September 1st of each calendar year.
- B. Personnel must complete three (3) months of service prior to using an accrued personal holiday.
- C. Personal holidays must be used in full day increments.
- D. Personal holidays must be used within calendar year that they were accrued and cannot be carried over into the following calendar year.