

I. PURPOSE

To identify the proper procedures for reporting absences, and ensure consistent and equitable treatment of unscheduled absences of any kind, including sick days, late arrivals, and early departures throughout the organization.

II. POLICY

All employees are expected to report to work as scheduled and to work their scheduled hours and required overtime. (See also Policy no. 241 - Family and Medical Leave of Absence.)

After three (3) consecutive days of absence without notice, an employee will be considered to have resigned. The employee will be eligible for reinstatement only if exceptional circumstances explain why s/he could not have called in.

III. PROCEDURE AND RESPONSIBILITIES

A. Employee Responsibilities

1. Advance Notice

An employee who will be late or absent from work must make every reasonable effort to notify their supervisor. Notification should be made in advance of the start of the employee's shift, if possible. An employee must also notify his/her supervisor in advance in the event that the employee must leave work early.

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Attendance Management, Continued2. Maintain Contact

Employees are required to maintain contact for any period of absence beyond one day, unless s/he has provided a doctor's certification covering a specified period, and previously notified his/her supervisor of the expected length of the absence. Employees must keep their supervisor advised of any change in their expected return to work date.

3. Doctor's Certification

For absences of three consecutive days or more, the supervisor may require the employee to provide a doctor's certification confirming the illness. Supervisors may also require an employee to provide a doctor's certification for any absence when the employee has chronic absenteeism problems, patterned absences or in unusual circumstances.

B. Supervisors' Responsibilities1. Absence Control and Discipline

Supervisors will exercise the primary management level responsibility for control of employee attendance through counseling and employee discipline. Excessive absences, lateness, or leaving early are unacceptable performance factors and will be managed by supervisors regardless of employee position, eligibility for sick leave benefits, or length of service, according to Agency's employee discipline Policy No. 420, Employee Discipline.

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Attendance Management, Continued

2. Recordkeeping

Supervisors are responsible for maintaining departmental records of employee absences, lateness, and leaving early. Supervisors will review these records as required to determine any patterns of abuse, such as repeated pre- and post-, day off or holiday related absences, or occurrences in excess of accepted levels, and take appropriate disciplinary action on a timely basis after discussing these measures with their manager and the Labor Relations Department.

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