

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 110.01
SUBJECT: ATTENDANCE	INITIAL EFFECTIVE DATE: 8/21/84
TITLE: ABSENTEEISM/TARDINESS	LAST REVISION DATE: 07/23/15

### POLICY STATEMENT:

Employees shall be required to be at their places of work in accordance with these policies and procedures. All departments shall maintain attendance records of employees.

Absenteeism and tardiness on the part of employees increases the work load of fellow employees, interferes with productivity, and reduces the quality of service.

The absence from work of any employee usually involved the rearrangement of work schedules and the temporary reassignment of other employees. To accomplish these tasks, sufficient advance notice of absence is necessary.

Unauthorized absence, failure to return at the expiration of a leave of absence, or being absent without leave for a period of at least one working day or shift of duty shall be deemed an automatic resignation. Such a resignation may be rescinded by the department director if the employee presents satisfactory reasons for failure to report the absence within three working days of the effective date of the automatic resignation.

### ADMINISTRATIVE PROCEDURES:

#### I. DEFINITIONS

“Unauthorized absence” - An employee’s absence may be deemed unauthorized under the following circumstances, subject to approval by the Human Resources Director or designee:

- When an employee fails to call in or fails to notify his/her supervisor or someone in the chain of command through other acceptable, authorized communication;
- When an employee gives a late notice of the leave request;
- When an employee fails to give advanced notice for an absence which could be anticipated;
- When an employee calls in sick on a day for which the employee originally requested vacation and the request was denied, without proper documentation; or
- When the absence exceeds the number or length of absences as authorized in advance by the supervisor.

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**II. PROCEDURE FOR REPORTING ABSENCES**

- A. Each department, division, or section shall designate an individual who will be responsible for receiving absentee calls.
- B. To be eligible for paid sick leave an employee must report his/her absence to the designee by a time to be determined by each department, division, or section, not to exceed one half (1/2) hour after his/her regularly scheduled work day begins. (See Policy 111.01: Sick Leave)

**III. PROOF OF ABSENCE**

In the case of absenteeism, if the supervisor has reason to suspect abuse, he or she may require the employee to present satisfactory proof of the need for the employee's absence. (See Policy 111.01: Sick Leave)