



Guideline/Policy Name: **Attendance Policy**

Revision Date: 7/1/99

Approved by: Director, University Services Human Resources

### **Policy Purpose**

Each University Services employee has the responsibility to maintain good attendance and is expected to use good judgment in managing absences from work. Regular and punctual attendance is essential to the best performance of employees and University Services. Excessive or habitual absenteeism and tardiness affects our costs, efficiency and competitiveness, and creates a heavy burden on coworkers. The occasional need to be absent due to illness, medical appointments, etc., is understood, and for the large majority of employees, absenteeism is legitimate, occurs infrequently, and presents few problems. These guidelines are intended to address the majority of instances in which sick leave is typically used, but they do not preclude individual assessments on a case-by-case basis.

### **Policy Application**

The Attendance Policy does not supersede the terms of any appropriate labor agreement or the Civil Service Rules. The objectives of this Policy are (generally): to communicate the attendance expectations of University Services and to establish guidelines for the effective and fair administration of sick leave usage; and (specifically):

- 1. To ensure customer service standards are met;**
- 2. To improve productivity through better attendance;**
- 3. To minimize costs associated with employee absences due to sick leave;**
- 4. To standardize sick leave procedures and ensure that sick leave use is consistent with the provisions of collective bargaining agreements and civil service rules.**

### **Sick Leave Usage Expectations**

Eligible employees shall accrue and may use sick leave in accordance with the terms of the appropriate labor agreement or the Civil Service rules.

- 1. Monitoring Use of Sick Leave**  
Supervisors shall monitor the amount of sick leave used by employees and review sick leave usage for individual employees

when use reaches three (3) occurrences in any six-month period. An occurrence is defined as an absence of any portion of a scheduled work day, or any block of consecutive days, without notification to, and authorization from the supervisor prior to the time the absence commences, when for reasons normally covered by sick leave an employee requests and uses sick, or vacation leave. Calling in sick just prior to the start of the shift is an example of an occurrence.

## **2. Sick Leave Usage Not Counted as Occurrences**

The following types of sick leave are not counted as occurrences (proper documentation may be required):

- Use of pre-approved sick leave, with at least 24-hour advance notice, to attend scheduled medical appointments with documentation from a health care provider stating the date and time they were scheduled to be seen. Employees are encouraged to schedule their appointments outside normal business hours. When this isn't possible, employees are encouraged to schedule their appointments at the beginning or end of their work shift or during the lunch period;
- Use of sick leave to attend a funeral, as defined by the labor agreement or the Civil Service rules;
- Use of sick leave for injuries occurring while on duty and covered by workers compensation or for injuries occurring while on duty that result in three or less lost work days;
- Use of sick leave for hospitalization;
- An FMLA leave.
- Chronic or serious medical conditions, or other situations deemed exceptional by the supervisor and reviewed by University Services Human Resources, which will be handled on a case-by-case basis.

### **Documentation of Reasonable Use**

Supervisors may, at any time, require a medical statement, signed by a health care provider, if there is a reasonable reason to believe that sick leave is being used inappropriately. Examples of inappropriate use of sick leave include, but are not necessarily limited to: sick leave used for any purpose other than that defined in the collective bargaining agreements, Civil Service rules, or Professional/Administrative compensation plans; developed repeated patterns of sick leave usage, such as sick leave usage adjacent to weekends, holidays or scheduled vacations, and sick leave usage during inclement weather.

An employee who is absent for three or more consecutive work days for any reason, may be required to be seen by a health care provider and/or provide a medical statement, signed by the health care provider, which provides evidence of their inability to work for the period of time absent, in accordance with the appropriate collective bargaining agreement or civil service rules.

If a medical statement is required, it must:

- 1) specify the date the health care provider was contacted;
- 2) specify the dates the employee was unable to perform their job;
- 3) specify whether the employee was seen by the health care provider; and,
- 4) be submitted within the first week the employee returns to work.

If the above conditions requiring a medical statement are not met, employees will not be paid for their absence, and may not be allowed to continue to work until they provide the medical statement, signed by a health care provider.

### **Absences During Inclement Weather**

When the University is officially closed due to serious weather conditions or some other emergency, employees should follow the procedures set up by their operating unit to determine whether or not they should report to work.

During inclement weather, when the University is officially open, all employees are expected to report to work, unless they have a scheduled leave which has been approved by their supervisor.

Employees requesting sick leave during inclement weather, when the University is officially open, may be required to provide a medical statement signed by a health care provider verifying their inability to work, in accordance with the appropriate collective bargaining agreement or civil service rules.

### **Sick Leave Usage Problems**

When an employee reaches the standard of three occurrences within any six-month period, the employee's sick leave record will be reviewed by the supervisor.

### **Responding to Sick Leave Usage Problems**

If the supervisor determines that a problem exists then the supervisor shall counsel the employee on his/her use of sick leave. The supervisor, in conjunction with his/her manager and University Services Human Resources, shall consider, and may implement, any one or all of, but not limited to, the following additional measures, as appropriate, to respond to sick leave usage problems:

- Refer the employee to the Employee Assistance Program;
- Require the employee to provide documentation for subsequent requests to use sick leave over a specified period of time;
- Consult with US Human Resources about possible alternative arrangements for the employee (e.g., part-time work schedules, disability leaves of absence); and/or,
- If methods to remedy sick leave usage problems are not successful, consideration shall be given to the effect that the sick leave use has on the employee's performance and on University Service's performance and operations. Disciplinary action may be taken, up to and including termination.
- The supervisor shall document all actions taken.

### **Resignation (3 Day No-call, No-show)**

Employees who absent themselves for three consecutive workdays without an authorized leave shall be considered to have resigned, in accordance with the appropriate collective bargaining agreement or civil service rules.

### **Tardiness**

Failure to report to work on time at the beginning of the scheduled workday and/or failure to report to work on time after a scheduled break is tardiness. **Managers will establish reasonable work rules regarding tardiness within their respective areas in accordance with the appropriate collective bargaining agreement or civil service rules.**

Repeated tardiness may result in disciplinary action, up to and including dismissal. Tardiness of more than half of a scheduled work shift will be considered unauthorized leave without pay.

### **Unauthorized Leave Without Pay**

The use of unauthorized leave without pay is a violation of University Services policies and may result in disciplinary, action up to and including dismissal.