

SUBJECT: Attendance Policy for Facilities & Campus Services Staff

PURPOSE: Every employee of Facilities & Campus Services is expected to report to work regularly and on time and appropriately attired. The department understands that absences from work may occur and absences may be approved under the conditions provided in this policy. However, unauthorized absenteeism and tardiness are disruptive to work schedules, facilities services and cause hardships on other employees. Based on workloads or staffing needs, the department may or may not approve advanced requests for permission to be absent. Excessive unscheduled absences are cause for progressive disciplinary action.

POLICY:

1) Definitions

- Scheduled Absences – Any absence from work that is authorized by the director, manager or supervisor in advance.
- Unscheduled Absences – Any absence from work that is not authorized by the director, manager or designee 24 hours prior to the scheduled shift start.

Tardiness – Reporting to work later than the employee’s scheduled starting time. Employees are expected to report to their work areas, prepared to perform their job duties and responsibilities, by their designated starting times for each scheduled shift. (Refer to the Time Clock Policy – employee is considered tardy if they clock in 8 minutes late or more)

- Failure to report (No call/no show) – Failure to give notification of an absence during a scheduled work period.
- Occurrence – An occurrence of absence is any instance of:
 - one unscheduled absence;
 - the sum of 2 tardies;
 - or a period of one or more consecutive days of absence for a single reason. If an employee has a recurrence of absence for the same reason within 72 hours (3 days) of returning to work, then the three days will be counted as one occurrence.
- Pattern of abuse or occurrence – any repeatable patterns of absences, for example, consecutive absences on Mondays and/or Fridays. Noted patterns of reporting to work later than the scheduled start time may also result in further disciplinary action.

Reporting Rules for Employees

Employees are responsible for reporting absences to their director, manager or supervisor as far in advance as is reasonably possible and in accordance to established call-in procedures for their department.

2) Authorization of an advance request by an employee for permission to take PTO.
 Directors, managers or supervisors are encouraged to make every effort to accommodate an employee's request for paid time off. Approvals or denials of PTO must be based on workload and/or staffing needs. Departmental management should provide the employee with an explanation if the PTO request is denied.

3) Attendance Discipline Chart

Discipline by Number of Occurrences for Any Rolling 90-Day Period

Any Rolling 90-Day Period	Verbal Warning	Written Warning	Recommendation For Termination
Occurrences	2	3	4
Reporting of Absences Nocall/Noshow	1	2	3

Examples:

- A verbal warning is issued when an employee has 2 occurrences of unscheduled absences during any rolling 90-day period. (Example: 1 absence and 2 tardies)
- A written warning is issued when an employee has 3 occurrences of unscheduled absences during any rolling 90-day period. (Example: 6 tardies or 1 absence and 4 tardies)
- Termination may result when an employee has 4 occurrences of unscheduled absences during a rolling 90-day period. (Example: 3 absences and 2 tardies)

4) An employee shall be considered to have abandoned their job if they fail to call or report to work (no call/no show) for three consecutive scheduled workdays.

5) Managers may elect to implement progressive discipline for noted patterns of occurrence, or abuse of the attendance policy. For example, if an employee is tardy or absent on consecutive Mondays, then the manager may proceed with disciplinary actions.

6) Any exceptions to policy must be approved by the Associate Vice President for F&CS and the AVP for Human Resources.

Policy proposed April 14, 2009

Policy approved and implemented July 1, 2009.