

## **\*\*ATTENDANCE POLICY**

The Executive Director of Human Resources is responsible for establishing procedures to implement this policy. Attendance records shall be maintained in the Human Resources Department. Consistent attendance and punctuality are considered imperative ingredients in the College's business operation and, therefore, an integral part of each employee's performance standard. Poor, uncertain, or irregular attendance produces disruptive results for College operations, lowers overall productivity and continuity of work, and is often burdensome to other employees.

Employees are expected and required to report to their designated work location at the prescribed time and manner work activity is to commence. Tardiness, unexcused absence or failure to report as required may result in disciplinary action, up to and including termination of employment. In the event an employee is unable to report to work as scheduled, the employee must notify his/her immediate supervisor within one-half hour of the scheduled reporting time or be prepared to provide evidence of extenuating circumstances. In all cases of an employee's absence or tardiness, the employee shall provide supervisory personnel with a truthful reason for the absence and, if applicable, the probable duration of absence. An employee shall submit a physician certification for absences of five or more days; however, the College reserves the right to require an employee to bring in an attending physician's certification for any sick leave time taken.

Attendance records shall contain the employee's name, work week, and work schedule, if not standard. Records of time worked and leave accruals shall be maintained. All absences with and without pay, including, but not limited to, sick leave, vacation, holidays, military leave, jury duty, voting time, and compensatory time off, shall be recorded to the nearest one-quarter hour. All other time worked and overtime shall be recorded to the nearest one-quarter hour. Submission of a Time Out request acknowledges that the information contained in the request is accurate and failure to accurately reflect hours not worked may result in disciplinary action.

**\*\* Refer to the Employee Manual for more in-depth information on Attendance.**

## **ATTENDANCE PROCEDURES**

### **EMPLOYEE:**

Notifies immediate supervisor of absence from work on a timely basis and IN ADVANCE except in a situation(s) when absence is unexpected.

If advance notice of absence is not possible, notify your immediate supervisor within the first one-half hour of your work day.

Keeps immediate supervisor informed on probable length of absence.

Submits a time off request in Time Out.

Time Out requests must be completed and approved IN ADVANCE in all cases to include overtime except for certain uses of sick leave and in cases of emergency absences.

All sick leave absences of five consecutive scheduled work days or more must be substantiated by an excuse slip from an attending medical professional.

More than one type of absence may be requested and reported on one Time Out request.

If known in advance, multiple consecutive absences may be requested and reported in Time Out.

Submits Time Out request to the employee's immediate supervisor *with all relevant supporting documentation.*

An employee's immediate supervisor is authorized to approve or disapprove an employee's absence from work.

### **SUPERVISOR:**

Receives and reviews completed Time Out request. Makes sure that all relevant documentation is provided.

Indicates approval or disapproval of employee request by checking appropriate box. If request for absence is disapproved, the supervisor shall state the reason(s) for disapproval.

Sends any supporting documentation to HR; i.e., doctor's note.

*If a scheduled absence changes or is cancelled, the employee needs to cancel the request in Time Out or have their supervisor remove the time off in Time Out.*

**\*\*A PO-1 must still be submitted to HR for cash payment for Overtime and for Leave Without Pay.**

## **CODES/DEFINITIONS — Usage**

**ABSENCE WITH PAY:** An authorized absence from work for which the employee has sufficiently earned leave resulting in salary continuance. An employee shall be required to submit written medical certification from a healthcare provider for any illness or disability of five or more scheduled work days. The College reserves the right to request written medical certification at any time.

**(B) BEREAVEMENT:** An employee shall be permitted to use up to five days of accrued sick leave when that employee's absence is required due to the death of the employee's spouse, parent, child, sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed are also covered. This provision also covers other persons residing in the employee's household.

**(C) COMPENSATORY TIME OFF ("CTO"):** Absence from work for which the employee has a sufficient compensatory time off (CTO) balance.

**(HC) HOLIDAY CREDIT USED:** An absence from work with pay requested and approved in advance charged against Holiday Credit earned by an employee who is or was required to work on a Holiday designated and observed by the College.

**(I) INDUSTRIAL ILLNESS/INJURY:** An authorized absence from work due to or as a direct result of a work incurred injury or illness.

**(JD) JURY DUTY:** An authorized absence from work when the employee has been summoned by a court for Jury Duty. Employee is required to provide court documentation. No leave time is charged.

**(L) LEAVE WITHOUT PAY:** An absence from work for which the employee does not receive compensation as a result of either: (1) Inadequate accumulated sick leave, vacation or overtime credit balance (CTO); or (2) Authorized leave of absence without pay.

**(M) MILITARY DUTY (Temporary):** An authorized absence from work approved in advance with payment of employee's regular salary during the period of military duty up to a maximum period of thirty calendar days in a calendar year.

**(PH) PERSONAL HOLIDAY:** An authorized absence from work approved in advance that provides employees with an opportunity to personally select a day upon which to observe a personal holiday. One Personal Holiday per calendar year is provided and must be used by December 31. The Personal Holiday shall not be accrued and the Personal Holiday must be used in a full day increment.

**(S) SICK LEAVE:** Absence from work by an eligible employee who is unable to work because of illness, disability or medical/dental appointments. An employee shall be permitted to use accrued sick leave when required to be in attendance or to provide care because of the illness of the employee's spouse, parent, child, sibling, grandparent or grandchild. In-laws and step-relatives in the aforementioned relationships are also covered. This provision also covers other persons residing in the employee's household.

**(SW) SUBPOENAED WITNESS:** An authorized absence from work when the employee who is subpoenaed as a witness in a court case in which the employee is neither a party nor an expert witness.

**(V) VACATION:** An absence from work authorized in ADVANCE and normally used for leisure and relaxation.

**(VP) VOTING PRIVILEGE:** An absence from work with pay for up to a maximum of two hours may be authorized if requested by a full-time employee at least three days prior to any state-wide general, direct primary or presidential primary election. The needed time off from work should be taken either at the beginning or the end of the employee's work day.

**(UA) UNAUTHORIZED ABSENCE WITHOUT PAY:** An unauthorized absence from work for which the employee does not receive compensation.

## **CODES/DEFINITIONS - Accruals**

**(O) OVERTIME:** Time worked which exceeds forty hours on pay status in a workweek. Pay status includes time worked and paid leave such as sick leave, vacation leave, holidays, military leave, compensatory time off, and administrative leave with pay. Overtime shall be reported and compensated on the basis of the nearest one-quarter hour.

**(H+) HOLIDAY CREDIT EARNED:** A credit earned by an employee who is or was required to work on a Holiday designated and observed by the College.