



DEPARTMENT OF REHABILITATION SERVICES

Policy #: 504
Chapter: Procedures
Subject: Attendance Notification Procedures

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Approved: *[Signature]* Commissioner

Pre-schedule All Vacation and Compensatory Time Use: Vacation leave and use of compensatory time shall be requested as far in advance as possible and is subject to Agency operating needs.

Pre-schedule All Absences: When possible, you should schedule all Absences (including late arrivals and early departures) in advance with your supervisor. Pre-scheduled and approved use of sick and other types of leave, such as a vacation, a doctor's visit or a funeral, will not be counted as an Occasion of Absence.

Unscheduled Absences: If it is not possible to pre-schedule an Absence (including a late arrival or early departure), you must:

- Notify your supervisor or designee if there will be a change to your established work schedule, no later than an 1/2 hour after the start of your established work schedule;
- Give the reason for the Absence; and
- Give an estimate of how long the Absence will be.
- If the Absence is continuous or lengthy, notify your supervisor or designee on a daily basis, or as otherwise required by your supervisor.
- Refer to the DORS Notification procedures for more detail.

For each Unscheduled Absence you will be charged with an Occasion of Absence unless the Absence is exempted from the definition of "Occasion."

If you do not notify your supervisor within a 1/2 hour after the start of your established work schedule, and are unable to provide a reasonable explanation, you will be charged with an Occasion of Absence and you will be charged with unpaid unauthorized leave (ULU) from your scheduled start time until the time you arrive.

If you do not contact your supervisor at all to notify him/her that you will be absent for the day (a.k.a. "no call, no show"), you will be charged with an Occasion of Absence and with unpaid unauthorized (ULU) leave for the day. Progressive discipline may be initiated. Five (5) or more consecutive days of unauthorized leave is grounds for discipline, up to and including dismissal.

Exhaustion of Sick Leave Accruals: If you are absent because of illness or injury but have exhausted your sick leave accruals, you must:

- If you wish to use vacation accruals in place of your exhausted leave, have your physician complete a State Medical Certificate Form (P33-A) explaining the reason for your Absence, and submit the completed form to Human Resources within seven (7) calendar days of the initial Absence. It will be counted as an occasion.
- If you wish to request the use of FMLA in place of your exhausted sick leave, you must make such request in writing by submitting an Employee Request, HR-1 form, to Human Resources with the completed Medical Certificate Form. Note: Medical certificates, Form P-33A, are to be submitted to Human Resources only.

If you fail to follow this procedure, you will be charged with an Occasion of Absence and with unpaid unauthorized leave for the day. Unscheduled Absences after exhaustion of sick leave may subject employees to disciplinary action up to and including dismissal.

Exhaustion of all accrued leave: If you have exhausted all other accrued leave time in addition to your sick leave time, you will be charged with unpaid unauthorized leave for the day.

Employees who do not meet the minimum requirements to qualify for state and/or federal medical leave, shall not be approved for such leave, and may be subject to a non-disciplinary separation from state service after exhaustion of his/her state sick leave accruals.

Extended Leaves: If you will be absent for an extended period of time because you are sick or injured, you must:

- Obtain a Medical Certificate Form (P-33A) from Human Resources;
- Have the form completed by the treating physician stating the reason for the Absence and your return to work date; and
- Return the form to Human Resources prior to your return to work if at all possible.

An "extended period of time" is generally five or more days. However, you should refer to your Union Agreement to determine exactly when the requirements regarding Medical Certificate Forms begin. You may also submit an Employee Request, FMLA HR-1 form, for consideration under FMLA/SMLA.

Medical documentation that is found to be altered or falsified shall subject an employee to dismissal.

Misuse of leave time may result in disciplinary action up to and including dismissal.

Guidelines for Tardiness Occasions

Tardiness: Employees are expected to report to work and return from breaks and lunch as scheduled.

- A. Tardiness shall be monitored and reviewed in the context of an employee's overall attendance/dependability. Each employee is responsible for making allowances for delays, which can be reasonably anticipated and should not assume that excused lateness will be granted.
- B. Instances of unauthorized tardiness of ten (10) minutes or more will be counted as an occasion and may be deducted from an employee's pay. Deductions will be made in 15 minute increments using the code of ULTAR.
- C. Late arrivals of any amount of time are not excused by this provision. Such late arrivals shall be reviewed for patterns, using the computer network time, and may be counted as an occasion.

Note regarding P3-B members: The P3-B contract contains language regarding a "grace period" for Bureau of Rehabilitation Services (BRS) and Disability Determination Services (DDS) employees in this bargaining unit. This language shall be taken into consideration when determining if an employee is tardy. Please refer to the Side letter for specific information.

Excused Tardiness: Instances of tardiness due to unusual or unexpected inclement weather, failures in mass transit (i.e. bus, train, airline, paratransit) or other extenuating circumstances, such as the complete shutdown of a highway, may be considered when a review supports the reason given for the tardiness. Traffic delays or accidents do not typically constitute an extenuating circumstance. Supervisors should consult applicable bargaining unit contracts for specific language in this regard. It shall be the responsibility of the immediate supervisor with the approval of the Manager/District Director or designee to determine if weather and/or road conditions warrant late arrivals on days which are not State-declared late openings. Requests for the use of accrued time (i.e. to PL, Vac., etc.) for excused tardiness occasions will be considered.