



Subject

Absence Notification Requirements

Purpose

To establish a policy concerning absence notification requirements and procedure.

Policy and Procedure

To accomplish the busy work load of the Physical Plant, it is important that employees be on the job, or be excused in advance by their Supervisor. Advanced discussion and approval of an upcoming absence (vacation, doctor's appointment, etc.) with your Supervisor allows the Supervisor to plan for the absence, and provide a backfill, if necessary, for the individual during their absence.

- A. All requests for planned absences for over 8 hours, will be submitted to your supervisor for approval at least three (3) working days in advance of the absence.
- B. All requests for planned absences for 8 hours will be submitted to your Supervisor for approval at least one (1) working day in advance of the absence.
- C. Call-in absences are extremely disruptive to accomplishing the workload, and are to be avoided. These calls will be made to the Physical Plant Office (737-1590) no later than 30 minutes after your scheduled start time. The call will clearly state the reason for the absence. If the employee has an excessive number of call-in absences, the individual's absence may be charged to Leave Without Pay.
- D. The office personnel will then write up a telephone absence call-in slip, who will give the original copy to the individual's supervisor.

Periodically, the Physical Plant Director and Assistant Director will review the Division attendance records. Individuals will be identified that have excessive sick leave, number of days sick, and call in absences. The Director, Assistant Director and the individual's Supervisor, will review the individuals' attendance records further, and take appropriate disciplinary action, such as a verbal warning, written warning, or recommendation for termination, depending on the individual's record. Individuals who are counseled for excessive sick leave, or apparent abuse of sick leave, will be required to submit doctor's excuses for any future sick leave absences.

Approved: Therese H. Rosier 7-10-02
Therese H. Rosier Date

I have read and understand this policy.

Signature

Date