

Facilities Management Operating Policies and Procedures Manual

Effective Date: 11/21/08
Policy Number: 07-12-001R3
Section: Facilities and Services
Subject: Attendance Policy

Purpose:

This procedure should provide staff with a clear understanding of the attendance and tardiness policy. It addresses expectations relating to attendance and punctuality standards, identifies consequences of not meeting expectations, and details a fair and consistent method of administering corrective discipline for those employees who do not meet attendance and punctuality expectations. (Also refer to section on Progressive Discipline in FM Standard Operating Procedures manual and the ASU Staff Handbook for additional information and guidelines.)

Policy:

Facilities Management Work Week:

The beginning of the work week begins at 12:00 a.m. Saturday morning and ends at 11:59 p.m. (midnight) on Friday. Compensatory time shall mean time earned for work performed in excess of 40 hours in the work week with the Supervisor's authorization. Compensatory time will be earned at the rate of one and one-half for each full hour worked in excess of the employee's regularly scheduled work week.

Reporting for Work

Each employee should report for work at a time and location as directed by their supervisor to best accomplish the mission of the department. It is every employee's responsibility to assure that their attendance records are accurate and up-to-date. When reporting for work following an absence it is the employee's responsibility to sign off on all appropriate reports of the absence and/or document absence on-line.

Calling In

If an employee is going to have an unforeseen absence due to illness or any other reason, they should notify their supervisor, preferably by telephone, prior to the beginning of the work schedule. In emergency situations when the employee is medically incapacitated, a spouse or designee may notify the supervisor on the employee's behalf. Failure to call in may result in disciplinary action. Failure to call in for three consecutive days constitutes voluntary resignation. It is the responsibility of each employee to know the appropriate telephone number (numbers) for calling in absences. When the supervisor is not available, leaving a clear voicemail may suffice to report the absence, unless the employee has been instructed otherwise. Subsequent absences require the same procedure for each day of absence unless the supervisor is aware of a long term medical or personal issue. (Also refer to ASU Staff Handbook section on "Absence from Work" page 11.)

Breaks and Lunches

Employees are allowed a fifteen minute break during the first half of their 8-hour shift and a fifteen minute break during the second half of their 8-hour shift. One hour lunch breaks (or half hour for some work teams) are near midway through the shift. Breaks may not be combined or attached to lunch breaks or to change the length of the workday unless prior approval is granted by supervisor. Supervisor may give temporary approval for special circumstances. (Also refer to ASU Staff Handbook section on "Rest Periods" page 11.)

Scheduled Leave

In order to minimize work schedule disruptions, employees must have approval of their supervisor to schedule vacation or use compensation time.

As a general business practice employees should strive to submit a request 1 day in advance when requesting one day off, 3 days in advance when requesting 3 days off and 1 week in advance when requesting 1 week off. The earlier leave is requested the more likely that it can be approved. Supervisors will make every effort to accommodate the wishes of the employee for vacation or compensation time off with attention to work schedules carefully considered. (Also refer to ASU Staff Handbook section on "Annual Leave Policy" page 16.)

Sick Leave

Sick leave should be used only when an employee is unable to work due to illness, injury or medical, dental or optical treatment. Sick leave may be granted in the event of a death or serious illness of a member of the employee's immediate family. Immediate

family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee.

If an employee is out for five or more consecutive days he/she must provide a physician's statement upon returning to work. In situations when an employee has established patterns of excessive absenteeism and has failed to improve on-going attendance issues, the employee may be required to furnish a physician's statement at each absence due to injury or illness as a requirement of progressive discipline. (Also refer to ASU Staff Handbook section on sick leave page 13.)

FMLA

Employees are eligible for Family Medical Leave Act protected status after 12 months of employment with ASU and after working 1250 hours. Maternity Leave and family members of injured military personnel are exceptions to the eligibility requirements. (See ASU Staff Handbook for further details). Family Medical Leave Act status merely protects an employee from disciplinary action for absenteeism. It is not paid leave, but runs concurrent with paid sick leave and annual leave provided by ASU. Once an employee has been offered Family Medical Leave paperwork, in which the employee has an FMLA qualifying event, then the employee should return the completed paperwork as soon as possible. **Failure to submit FMLA paperwork when a qualifying event is present will result in an unprotected status.**

Non-FMLA

Employees are eligible for Non-Family Medical Leave Policy protected status when employment with ASU is less than 12 months and/or worked less than 1250 hours. Non-Family Medical Leave status merely protects an employee from disciplinary action for absenteeism. It is not paid leave, but runs concurrent with paid sick leave and annual leave provided by ASU. Once an employee has been offered Non-Family Medical Leave paperwork, in which the employee has a Non-FMLA qualifying event, then the employee should return the completed paperwork as soon as possible. **Failure to submit Non-FMLA paperwork when a qualifying event is present will result in an unprotected status.**

Jury Duty

When an employee is called to serve on Jury duty, he/she must provide the court ordered letter to his/her Supervisor. On the designated days that an employee is selected to report for Jury duty or selected to serve as a juror, then a ticket or proof of attendance must be provided to his/her Supervisor for each day of absence. (Also refer to ASU Staff Handbook section on Jury Duty page 17.)

Catastrophic Leave

Employees will be eligible to apply for and donate to the catastrophic leave bank after two years of full time employment with Arkansas State University. Employees are not required to donate time to the catastrophic leave bank in order to be a member. An employee may volunteer to donate vacation/sick leave to the ASU Catastrophic Leave Bank in increments of eight (8) hours with a lifetime maximum donation of 40 hours.

In the event of a catastrophic illness or injury, the employee must apply to the program and be approved to receive benefits. To apply for catastrophic leave:

- An employee must complete an application and have been affected by a medical emergency (either the employee or dependent) as described on the application's **Physician Certification form**.
- The employee must have exhausted all Leave and Compensatory Time. The employee must expect to be absent from work without paid leave because of the medical emergency.
- The employee must have at least 80 hours of combined sick and annual leave at the onset of the illness/injury, or complete the required documentation to receive an "extraordinary circumstance" waiver.
- Any leave that is accrued while on Catastrophic Leave will be returned to the Catastrophic Leave Bank.
- The employee should not have been disciplined for leave abuse during the past two years to be eligible to receive catastrophic leave benefits.

Unexcused Leave without Pay:

Leave without pay status occurs when an employee has exhausted all accrued sick, vacation and compensatory time.

An employee may receive excused Leave without pay status when on

- Worker's Compensation,
- Family Medical Leave/Non- Family Medical Leave Policy,
- Military Leave, Disaster Service Volunteer Leave (when request by Red Cross) ,
- Catastrophic Leave
- Assistant Vice Chancellor of Facilities may grant an employee's written request for a leave of absence without pay not to exceed 6 months

Employees that enter into a Leave without Pay status because of a pattern of prior usage will be subject to disciplinary action, unless the employee can provide a documentation indicating a chronic or extended illness as defined by the Non- Family Medical Leave Policy or Family Medical Leave Act.

Employees that enter into a Leave without Pay status but have not established a pattern of prior usage will not be subject to disciplinary action, provided the absence is excused as defined herein.

Excused Absence Defined:

- Scheduled days off
- Holidays
- Scheduled vacation time
- Jury Duty, Witness or subpoena if not a party to the incident
- Loss of, or substantial damage to their principle place of residence due to a natural disaster
- Providing disaster relief services (if it meets the requirement stated in ASU staff handbook, page 17 and has the supervisors approval).
- Military Service
- Leaves of absence granted in advance
- FMLA absence
- Non- FMLA absence
- Approved time away from campus or the assigned work area
- Sick Time including: Approved time off for illness/injury, preventative medical, dental or optical care, family care time off, hospital stays or funerals in accordance with ASU Staff Handbook
- Worker's Compensation
- Catastrophic Leave
- Bereavement

Unexcused Absence or Unexcused Tardiness:

Employees are NOT compensated for any unexcused absence or unexcused tardiness. When employees receive an unexcused absence or an unexcused tardy he/she may not use any accrued sick, vacation or compensatory time for the unexcused absence. Unexcused absence and unexcused tardiness are recorded on the employees FAMIS time reporting system time card by the supervisor. The supervisor will notify the FM Accounting Technician for Banner Time Entry via email of unexcused absence or tardy. The FM Accounting Technician for Banner Time Entry will notify payroll department to access correct payroll deductions.

Unexcused Absence or Tardiness as Defined:

- No call—no show
- Undocumented illness/injury, when documentation is required.
- Anytime the employee is in an unexcused Leave without Pay status.
- Unacceptable patterns of sick leave usage (i.e. day after or before holidays, day after paydays, during certain job assignments, earn a day use a day off on reoccurring pattern).
- Failure to report to assigned check-in or work area or failure to return from lunch or rest periods, at prescribed time, without prior approval.

Unexcused Absence or Tardy Occurrence Guidelines for Progressive Discipline

Unexcused Absence and Unexcused Tardy	Recommended Level of Discipline
1st Occurrence	Formal Verbal Warning
2nd Non-consecutive Occurrence	Written Warning
3rd Non-consecutive occurrence	Final Warning and 3 day suspension w/o pay
4th Non-consecutive occurrence	Dismissal

Supervisors must present documentation of unexcused absence to the appropriate Director for approval. Then submit documentation for review by ASU's Human Resource Representative prior to administering any disciplinary action.

All final warnings and dismissal require prior approval of Assistant Vice Chancellor of Facilities before administering.