

CCS Non-bargaining

## Attendance Issues Reference Guide

For CCS Non-Bargaining Unit Employees<sup>1</sup>

*The corrective action process outlined below should be followed for non-bargaining unit CCS employees with attendance issues. These are general guidelines. Please consult your unit HR Professional or the Office of Human Resources, Consulting Services with your specific situation.*

Absence or tardy occurrences should be evaluated for following proper procedure, for reason or for a pattern of abuse. Use the following criteria to approve or disapprove absences appropriately. **Corrective action may only be taken on disapproved absences.** Absences that have been approved by the supervisor on the Application for Leave form cannot be used against the employee for corrective action purposes. Allowing an employee to use vacation in lieu of sick leave or compensatory time is approving the absence; disapproved time is unpaid.

### Approving Absences

Some absences cannot be disapproved. With proper notification, supervisors **must approve** absences for any of the following reasons:

- Illness or injury of the employee or a member of the employee's immediate family
- Request was pre-approved by supervisor
- Reason is protected under university policy (i.e. FML, Military Leave, Jury Duty, Bereavement) and required documentation has been submitted

### Disapproving Absences

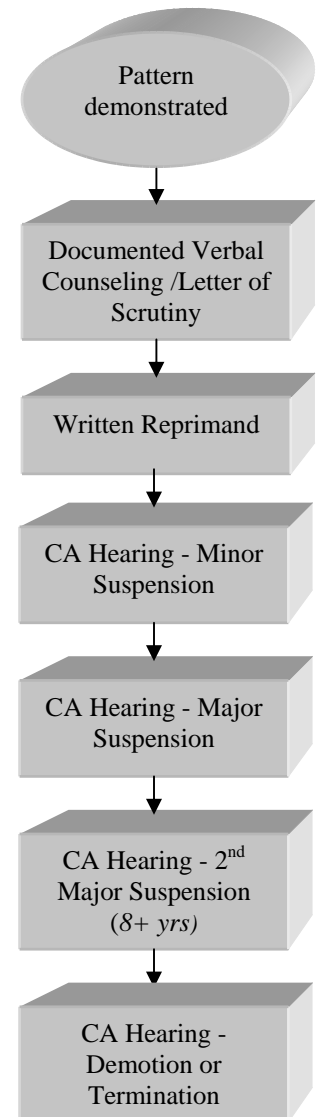
There are some situations in which unscheduled absences may be **disapproved** at any time, without prior counseling. Supervisors may disapprove absences for any of the following reasons:

- Employee does not follow established call-in procedures and/or submit a leave form
- Reason not medically related or otherwise legitimate (i.e., overslept, car broke down)
- Evidence exists that employee was dishonest about reason for absence
- Absence not for a legitimate medical reason, after a pattern of sick abuse has been established and a letter of scrutiny has been issued (*see below*)

### Pattern

An employee can also be evaluated for demonstrating a pattern of absenteeism. A pattern can be any of the following:

- Using an excessive amount of ill time (i.e., using sick leave quicker than it is accrued)
- Repeatedly being tardy
- Repeatedly calling off ill in conjunction with days off (i.e. weekends, holidays, vacation) or with paydays



*CCS employees may be removed or demoted during probation, w/o the above steps. Call Consulting Services to request action.*

<sup>1</sup> Also includes CWA Member's Only Employees

## CCS Non-bargaining

### Letter of Scrutiny

When an employee demonstrates a pattern of abuse, the supervisor may deliver a letter of scrutiny to warn employees that further absences will be evaluated closely and disapproved if not for legitimate reasons.

Note: There are situations in which an employee has several disapproved absences on record already, and a written reprimand can be included in the letter of scrutiny. Consult your unit HR Professional or the Office of Human Resources, Consulting Services before proceeding.

Once a letter of scrutiny has been delivered, supervisors can require employees to have documentation for each medically related absence, except for absences related to FML, for which medical certification has already been submitted. Supervisors can disapprove absences for any of the following reasons:

- Absence not for legitimate medical reason (i.e., no doctor's note, no medical certification on file)
- Employee does not follow established call-in procedures
- Reason not medically related or otherwise legitimate (i.e., overslept, car broke down)

### Corrective Action

Once an employee has exceeded the department's standard for **disapproved** absences, the progressive steps of the corrective action process should be followed. Managers have the authority to issue a written reprimand. Additional occurrences of disapproved absences following the issuance of a written reprimand are addressed in corrective action hearings. Requests to the Office of Human Resources for corrective action based on attendance should include the following:

1. A summary of the employee's corrective action history
2. How the absences have exceeded the department's standard
3. How the absences are impacting the unit's business
4. A summary of the employee's attendance for the time period in question
5. Copies of all disapproved leave forms for the time period in question
6. All supporting documentation, including any doctor's notes/medical certifications which have been submitted
7. Copies of Letter of Scrutiny, Written Reprimand or last Corrective Action issued