

Attendance Issues Reference Guide

For CWA Service, Skilled Trades and Maintenance Employees

The corrective action process outlined below should be followed for CWA bargaining unit members 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. Article 40 of the CWA contract addresses the usage of sick leave.

For bargaining unit members, excessive absences can be determined by considering the overall attendance record of the member. Absences or tardy occurrences should be evaluated for following proper procedure, for reason or for a pattern of abuse. Additionally, some units may have established attendance policies.

Approving Absences

Some absences cannot be disapproved. If the employee provides proper notification and documentation, supervisors **must approve** absences for any of the following reasons:

- Reason is protected under university policy (i.e. FML, Military Leave, Jury Duty, Bereavement)
- Illness or injury of the bargaining unit member or immediate family members
- Medical, dental or optical examination or treatment of the bargaining unit member or immediate family members
- Exposure of the bargaining unit member to a contagious disease which could be communicated to others
- Time off was pre-approved

Disapproving Absences

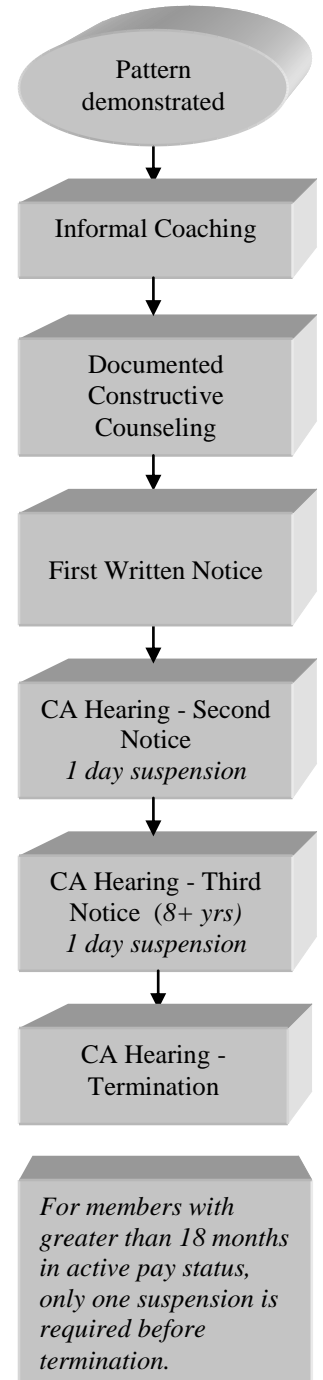
There are some situations in which unscheduled absences may be **disapproved** at any time, without prior counseling. Note - Allowing an employee to use vacation in lieu of sick leave or compensatory time is approving the absence; disapproved time is unpaid. Supervisors may disapprove absences for any of the following reasons:

- Employee does not follow established call-in procedures and/or submit leave form
- Reason not medically related or otherwise legitimate (i.e., overslept, car broke down)
- Employee absent more than 3 days and does not submit medical documentation
- Evidence exists that employee was dishonest about reason for absence (consult with unit HR or your OHR Employee and Labor Relations Consultant prior to disapproving)

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 scheduled days off (i.e. weekends, holidays, vacation)
- Calling off in conjunction with particular work assignments or paydays

Corrective Action

Once an employee has exceeded their department's standard for absences, the progressive steps of the corrective action process, as outlined in Article 11 of the CWA collective bargaining agreement, should be followed. Approved absences may be counted for corrective action purposes if they demonstrate a pattern or are excessive, provided they were not pre-approved or covered by a protected leave (FML, military, jury duty, bereavement). Managers have the authority to issue a written reprimand.

Additional 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 leave forms for the time period in question
6. All supporting documentation
7. Copies of Written Reprimand, Documented Constructive Counseling, and any active Corrective Action previously issued¹.

¹ Copies of corrective action including Documented Constructive Counseling should be sent to the CWA and the Chief Steward for the area.