

Attendance Management

Summary

The college recognizes that regularly scheduled time off for rest, relaxation and personal pursuits contributes to the well-being of an employee and that attendance at work enables the planning and provision of our services.

The college understands that there will be times when employees will be away from work due to planned and unplanned absences. Likewise, we recognize that frequent and unplanned absences from work can result in poor customer service, increased workload for coworkers, lower staff morale and higher overall costs. Therefore, it is vital to the college for all employees to exhibit reliable attendance.

The purpose of this policy is to establish the requirements for reporting absences, to provide guidelines for the handling of tardiness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient and effective operations throughout the college.

Definitions:

Scheduled Absence: A scheduled absence occurs when an employee requests, in advance, and is approved to take time off in accordance with department and college policies. Some examples of scheduled absences include approved vacation, floating holidays, jury duty, military-related leave, bereavement leave, FMLA leave, and short-term disability leave. Scheduled absences do not count as an occurrence.

Tardiness: Failure to report to an employee's assigned work area and to be prepared to start work at his or her scheduled start time, including returning from breaks and meal periods.

Unscheduled Absence: Failure to report to work for all or part of a scheduled workday without advance approval which was obtained in accordance with the department's procedures. Included in this definition is the unscheduled use of sick leave, even when the employee calls in accordance with departmental procedures. Other examples of unscheduled absences include but are not limited to absences due to transportation problems or due to a home emergency.

No call/no show: An unscheduled absence without proper notification to the employee's supervisor or department.

Pattern of excessive or unscheduled absences: This term includes but shall not be limited to unscheduled absences that occur immediately prior to or subsequent to scheduled days off (including holidays and weekends), unscheduled absences that coincide with certain work assignments, unscheduled absences that routinely occur on a given day of the week, and habitual exhaustion of sick leave balances on an annual basis.

Occurrence: Each time that an employee experiences an unscheduled absence or a no call/no show shall be considered a single occurrence. Four tardy incidents shall count as a single occurrence. An absence which is comprised of more than one day may count as a single (1) occurrence if each day of absence is attributable to the same reason.

Any tardiness or unscheduled absence that is due to approved Family and Medical leave, military leave, jury duty, workers' compensation, other approved leave, or due to reasonable accommodation as required by law will not be counted as occurrences.

Attendance Monitoring

Attendance will be monitored and managed to ensure the effective, efficient, and consistent delivery of college services. Employees must arrive and be prepared to commence work at their scheduled start time. Employees are responsible for providing notification of absences, late arrivals, or early departures each day, in accordance with the department's call-in procedure.

Timely and regular attendance is a performance expectation of all Dickinson College employees. Consequently, those employees who have exhibited unsatisfactory attendance which result in corrective action during the course of the review period should expect to have the behavior documented in their annual performance appraisal.

When an employee has been identified as needing improvement in the performance of his/her job responsibilities along with attendance/tardiness concerns, the totality of the circumstances will be assessed when determining further corrective action.

Absences from work will be designated as scheduled or unscheduled. An unscheduled absence will be recorded as an occurrence. A no call/no show will be considered an occurrence and will also result in a written reprimand or other disciplinary action in accordance with the college's overall disciplinary practices. Any unscheduled absence must utilize available paid leave. Where an employee has exhausted all available paid leave the hours will be unpaid.

Management of Occurrences

The following is designed to provide guidelines when addressing the total number of occurrences in a 90-day period, provided that the reason for an occurrence is not protected under applicable law such as Family Medical Leave Act, Worker's Compensation or Americans with Disabilities Act as Amended.

Three accumulated occurrences in a 90-day period may result in a verbal notification and a coaching session to make the employee aware of the situation and to be certain the employee understands this policy and the consequences of violation. Any additional unscheduled occurrences within six months may result in additional corrective action up to and including termination of employment.

Pattern of Excessive or Unscheduled Absences

In cases where there is a pattern of excessive or unscheduled absence, written notice will be given to the employee that his or her absence behavior is a hardship on the department and that

additional requirements must be met in order to receive approved leave. These requirements include:

- A physician's statement verifying incapacitation, medical reasons for an absence, and the anticipated date of return when sick leave or leave without pay is utilized.
- Documentation to support other paid leave (bereavement, jury duty, military, etc.).

Additional incidents comprising a pattern of excessive or unscheduled absences will result in further corrective action up to and including termination.

Once an employee is placed on a written notice of restrictions for exhibiting a pattern of excessive or unscheduled absences, the supervisor should complete a regular review of the employee's attendance record at a minimum of every 90 days. Written authorization from a supervisor may lift these restrictions if the employee corrects the pattern of absence for a duration of six months. A relapse of pattern of excessive or unscheduled absences within the following six-month period may necessitate reinstatement of the restrictions and/or termination.