

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Attendance and Leaves of Absence
Standard:	ATTENDANCE
Section #:	B-13
Effective:	June 3, 2008

See Also:	Timekeeping; Leaves of Absence (all); Disciplinary Action
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GENERAL STANDARD

The Authority generally will make a reasonable effort to accommodate employees who have a legitimate need to be absent from work. However, because attendance affects performance, a satisfactory level of attendance is expected of all employees.

SPECIFIC STANDARDS

- ❑ To the degree that absences impact performance, employees who are absent intermittently may be subject to corrective or disciplinary action, up to and including termination of employment. Intermittent absenteeism is recurrent, generally unplanned absence, usually of relatively short duration. It generally does not include absence due to a continuing personal illness or medical condition of long duration or of such a serious nature as to require hospitalization or other extreme treatment. (See ***Family and Medical Leave*** Standard.)
- ❑ Absences due to jury duty, family and medical leave, military service or military reserve leave, observed holidays or planned PTO are not considered when evaluating the employee's overall performance.
- ❑ Employees are expected to contact their manager or supervisor directly and as early as possible, no later than 30 minutes after their normal starting time, on each day of unplanned absence for personal illness or other reasons. In an emergency situation, the Authority will accept notification from a family member.

GUIDELINES

In the interest of planning, when an employee knows, prior to his/her normal starting time, of his/her need to be absent, the employee is expected to inform the manager via voice mail that the employee will be absent. Then, after the start of the workday, the employee is expected to contact the manager directly to advise the manager of the employee's absence. In an emergency situation, the Authority will accept notice from a family member.

Generally, when an employee's absences approach or reflect six or more unplanned or unscheduled PTO days in any 12-month period, the manager should review attendance issues, conduct an informal evaluation of the employee's overall performance, and may take corrective or disciplinary action, up to and including termination of employment, based on the circumstances. Contact a Human Resources representative before considering and/or proceeding with corrective action or discipline.

If the employee's overall absenteeism and/or tardiness results in a negative impact on the employee's performance and/or the area's operations, corrective or disciplinary action, up to and including termination of employment, may be appropriate. Contact a Human Resources representative before considering and/or proceeding with corrective action or discipline.

Under certain circumstances (i.e., frequent Monday/Friday absences, absences during peak work times, or absences that seriously impair the area's operations), the manager may consider taking corrective or disciplinary action, up to and including termination of employment, before the employee has been absent for six days. Contact a Human Resources representative before considering and/or proceeding with corrective action or discipline.

Note 1: Detailed information on employees' attendance history may be reviewed using the manager self-service function of E1.

Note 2: Managers are responsible for tracking unplanned or unscheduled use of PTO.

PROCEDURES

Ensure that time records accurately reflect employees' attendance.

If the employee does not report to work for three or more consecutive workdays and fails to contact the Authority during that time, the employee's employment with the Authority may be terminated. Contact a Human Resources representative prior to considering and/or proceeding with any termination activity.