

FACILITIES AND AUXILIARIES DIVISION Attendance Policy

PURPOSE:

Responsible attendance by all employees is vital to accomplish the mission of the Facilities and Auxiliaries Division. This policy is designed to encourage all employees to be present to perform their professional functions and responsibilities as scheduled. This policy is designed to be a fair and equitable mechanism to stabilize staffing and, as a result, improve morale through consistent and even division of labor. This policy is intended to ensure division-wide equity in managing staff absenteeism.

POLICY:

An unapproved absence of an employee shall be defined as not being at work as scheduled by the University, except for approved, earned, and accrued: vacation; compensatory time; floating birthday holiday (Bargaining Unit employees only); personal days credited to an employee and approved leave as defined below. Employees must follow departmental policies when requesting approval and scheduling their earned and accrued personal, vacation, birthday holiday, and compensatory days.

Employees who are unable to report to work must notify their supervisor in accordance with departmental policy.

If an unforeseen emergency arises which clearly prevents the employee from notifying the department of intended absence, the absence may be considered authorized, provided the employee submits evidence satisfactory to the department that the emergency prevented the required notice.

PROCEDURE:

I. Unapproved Absences or Leaves

Any employee who is not on **approved** earned and accrued vacation, compensatory time, personal days, Birthday Holiday (Bargaining Unit employees) or sick time or on approved leave as defined below and is absent from work shall be determined to be in an unauthorized absence status and such absences may be cause for discipline up to and including termination of employment. The following shall not be considered absences for purposes of implementation of this policy.

- FMLA leaves
- Sick leave in continuation of FMLA leave or *sick leave taken after exhaustion of FMLA leave for a non-related "serious health condition."*

- Medical Leaves

- Maternity Leaves
- Personal Leaves
- Educational Leaves
- Military Leaves
- Jury Duty
- Disability Leaves
- Union Business (for bargaining unit employees)
- Sick Leave tied to Bereavement Leave
- On the job accidents, injuries (including repetitive motion diagnoses) and illnesses (verified by a timely Ohio University Occupational Injury and Accident Report) and/or Worker's Compensation absences (covered by an active case number)

Failure to: notify the department of intended absence; complete standard University leave form(s); provide a physician's verification when required or requested; and providing fraudulent physician verification shall cause the absence to be unauthorized. The employee shall not receive pay for such absence and the employee may be subjected to disciplinary action up to and including termination. Further, an employee pattern of unacceptable absenteeism (e.g. including, but not limited to, call-off following or preceding scheduled days off) will be cause to deny the use of sick time and the employee may be subjected to disciplinary action up to and including termination.

There may be times when a violation is severe enough (i.e., continued time in an unauthorized absence status, etc) to include the disciplinary action of termination for an employee's first offense.

II. Sick Time Abuse

An employee who uses 88 paid sick leave hours in a backward view rolling 12-month period, excluding use of the following, will be counseled.

- FMLA Leaves,
- Earned sick leave in continuation of an exhausted FMLA Leave *or sick leave taken after exhaustion of FMLA leave for a non-related "serious health condition."*
- Medical Leaves
- Maternity Leaves
- Sick Leave tied to Bereavement Leave
- On the job accidents, illnesses or injuries and/or Workers Compensation absences (covered by an active case number)

The counseling will indicate that the employee is in jeopardy of exceeding the 120 paid sick leave hour maximum usage of sick leave in a backward view rolling 12-month period. The employee will be encouraged to improve his/her attendance and given the number to contact the Employee Assistance Program (EAP). Employees

will be encouraged to contact this program to receive the assistance in resolving any underlying problem causing attendance difficulties.

Any employee who utilizes more than 120 hours of paid sick leave in a backward view rolling 12-month period not attributable to any of the above exclusions will be subject to corrective/disciplinary action up to and including termination.

When corrective and/or disciplinary action is taken, it will be applied progressively and consistently in accordance with sound management practice and Ohio University procedures.

*Should the terms of this policy conflict with the terms of the Collective Bargaining Agreement, then the terms of the Collective Bargaining Agreement will control.