



Attendance



Policy A-HR-5

December 9, 2005
Revised April 26, 2013

Purpose: Attendance is an important element of overall job performance. It is critical to the success of the department that employees report to work promptly every scheduled workday to perform their assigned tasks. By accepting employment with the agency, employees are indicating that they will take appropriate action to manage their personal affairs.

Policy: By accepting employment with the agency, each employee is required to meet certain standards. Dependable attendance is one of the primary standards to which all employees must adhere, and one that can ultimately determine the employee's continuation on the job. Employment with the department carries with it the personal responsibility of each employee to arrive at the job on time, every scheduled workday. The Director shall delegate the responsibility of establishing daily work schedules and maintaining attendance records with each respective manager.

Procedure: The department recognizes that there will be occasions when an employee is not able to come to work because of illness, injury, death in the family, weather emergencies, or other occasions specified in the Administrative Reference for Kentucky Local Health Departments. Leaves may be requested in such instances; however, *abuse of sick leave or other leaves is strictly prohibited. Abuse of any leave with the intent to defraud may result in dismissal.*

I. Emergency/Disaster/Weather

- A. In the event communications are out, employees are expected to report to their workstation as scheduled. For contacting information in the event, you are unable to report see the Line of Authority & Succession of Authority, Annex B & C of the Disaster Outbreak Response (located at T Drive>Departmental >Environmental>Disaster Outbreak Response>Annex B & C.)

II. Unscheduled Absenteeism

- A. All employees unable to report to work at their scheduled time without prior approval must directly notify their worksite and their immediate supervisor/designee, as soon as possible. If in doubt as to who to notify, refer to Line of Authority & Succession of Authority Annex B & C of the Disaster

Outbreak Response (located at T-Drive>Departmental>Environmental>Disaster
Outbreak Response>Annex B & C.)

- B. Except in extenuating circumstances, the notification should be made no later than thirty (30) minutes from the start of the workday. Direct notification is defined by the individual department managers.
- C. Notification is not automatic approval. Every employee is expected to report to work at their scheduled time and location each day. Call-ins and other unscheduled absences should be infrequent, as they disrupt efficient operations. Excessive absenteeism, for any reason, may result in disciplinary action.

III. Discipline

- A. Employees who do not give notice of absence, document absence, are habitually tardy, are absent without leave, are using sick leave for improper reasons, or are otherwise abusing sick leave, shall be subject to disciplinary action.
- B. Attendance records for all employees will be periodically reviewed. If a pattern of misuse or abuse is identified, disciplinary action may follow. If an employee has used thirty (30) hours of sick leave in a six (6) month period, that employee's records may be evaluated to see if an abusive pattern is present. Examples of possible misuse of leave include:
 - 1. Absent the day before or after scheduled days off
 - 2. Absent the day before or after a holiday
 - 3. Absent the day before or after a scheduled vacation
 - 4. Absent the first working day after a payday
 - 5. Absent on days with un-preferred work assignments
 - 6. Use of sick time as quickly as it is accrued
 - 7. Use of other leave when vacation is denied
 - 8. Absent the day after disciplinary action has been received
- C. If there is reason to doubt the validity of an absence and/or leave, further evidence may be requested, e.g., physician documentation, obituary notice, etc.
- D. An employee who is absent from work for three (3) or more successive scheduled days, without notifying the department in accordance with these policies, or without approved leave, may be considered to have resigned, effective as of the last day actually worked.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date