

**BEHAVIORAL HEALTH AND SERVICE
INTEGRATION ADMINISTRATION
ATTENDANCE POLICY**

Purpose:

Establish standards and guidelines for employee attendance.

Scope:

This policy applies to all Behavioral Health and Service Integration Administration (BHSIA) employees. Where provisions of this policy conflict with provisions of an applicable CBA, provisions of the CBA prevail.

Policy:

Punctual and regular attendance is an essential responsibility of each employee in BHSIA. When an employee is absent it impacts fellow employees, supervisors, and customers and diminishes the effective and efficient delivery of our services.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of BHSIA operations and minimize unscheduled absences. Excessive absenteeism will constitute grounds for action even when the absences are for justifiable reasons and/or beyond the employee's control if the absences are not protected absences.

Employees' Responsibility

1. Comply with this policy.
2. Attend work as scheduled.
3. Schedule vacation and foreseeable sick leave requests in advance. Employees are encouraged to pre-arrange leave for personal/preventative health care appointments well in advance and toward the beginning and/or end of their shifts to the extent possible.
4. Call in prior to shift when emergency absences are necessary.
5. Provide accurate leave request forms.
6. Provide documentation if requested.

Supervisors' Responsibility

1. Ensure rules governing hours of work, meal and rest breaks, and absence from work policies are enforced.
2. Monitor attendance and ensure appropriate use of leaves of absences.
3. Set and communicate attendance expectations to employees.
4. Document attendance concerns, discussions, and progress regarding attendance issues.
5. Request documentation for absences if applicable.
6. Report attendance problems to their lines of supervision and human resources.
7. Administer State and Federal protected leave and ensure that it is used appropriately.

Examples of appropriate supervisor actions for managing frequent unscheduled absences that are not protected absences may include:

1. Talk with employee to review attendance record and identify contributing problems and possible solutions. This conversation will be documented in the supervisor file.
2. Talk with employee to review attendance records and identify contributing problems and possible solutions. This conversation will be documented in the supervisor file. A letter expressing attendance expectations and forewarning will be given to employee and placed in personnel file.
3. Consult with HR regarding just cause discipline such as oral and written reprimands, reduction in pay, suspension, demotion and dismissal. The Supervisor/Appointing Authority will take appropriate just cause discipline.
4. Immediately notify HR of three consecutive no-call-no-shows. The employee will be presumed to have resigned their position under these circumstances.

Definitions

1. Absence is the failure of an employee to report for work or be present at work when the employee's schedule indicates they are expected at work or when the employee is expected to perform overtime.
2. Scheduled Absence is a scheduled workday or shift when an employee is not present and the absence is protected by law or preapproved. To be considered scheduled the absence must meet the following:
 - a. The employee provides sufficient notice to his or her supervisor pursuant to the applicable CBA or policy for unrepresented employees; and
 - b. Such absence request is approved by his or her supervisor; and
 - c. The employee has sufficient accrued leave time to cover such absence; or
 - d. Leave without pay is required by a collective bargaining agreement or law; or
 - e. Leave without pay (LWOP) is approved by a supervisor consistent with permissive LWOP provided in CBAs or leave policies for non-represented employees.
3. Call In is the process required by CBA, Employer policy or supervisor directive, that provides how and when an employee will report an unscheduled absence.
4. Presumption of Resignation is no-call, no-show for three consecutive days, consistent with the provisions in the CBAs and Employer policy.
5. Tardy is arriving late for the start of a scheduled shift or returning late from a meal or rest break without prior approval of the supervisor.
6. Protected Absence is required by law and includes, but is not limited to, the following forms of leave which may be in the form of paid or unpaid leave:

- a. Family Medical Leave Act
- b. Family Care Act
- c. ADA/Reasonable Accommodation.
- d. Domestic Violence Leave

7. Attendance Requirement is an additional requirement for individual employees who require attendance behavior correction. These are provided to employees in writing.

8. Attendance Issues include but are not limited to the following:

- a. Unscheduled leave that establishes a pattern (i.e. absence in conjunction with days off, scheduled annual leave, sick or comp. leave or taking the same day of the week off).
- b. Failure to report to work when a request for leave has been denied, including holidays.
- c. Continually exhausting accrued leave.
- d. Failure to arrive to work on time and/or stay for the whole shift.
- e. Failure to submit a leave slip immediately upon return from an absence.

9. Sufficient Notice is:

- a. For a scheduled absence of 8 hours or more, employees must give a notice of one week (7 days).
- b. For a scheduled absence of less than 8 hours, employees must give a notice of two working days.
- c. For an emergency absence occurring 1) at the beginning of the employee's shift, employees must notify their supervisor consistent with CBAs and Employer policy and 2) during the employee's shift, employees must notify their supervisor prior to leaving the premises.

10. Unscheduled Leave is: all leave that is not consistent with #2 above.

Effective Date: July 1, 2014