



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No.	2032	Date Issued:	April 30, 1997
Section:	2000 – Personnel Procedures	Date Revised:	July 12, 2023
SUBJECT: ATTENDANCE STANDARDS (Excessive Unscheduled Absences)			
APPROVED:	<u><signed copy on file></u> General Manager		

- 1.0 Due to staffing requirements of the Center it is essential for management to be able to rely on the presence of its employees for their scheduled shifts. Excessive unscheduled absences by employees jeopardize the ability of the center to provide reliable and consistent service to the community.
 - 1.1 The Authority recognizes that exigent circumstances may exist that could cause an individual employee to be excessively absent as defined in this procedure. When these individual, unusual and extreme circumstances arise, management will work with an employee to assist them in avoiding disciplinary action because of such a circumstance.
 - 1.2 It is the employee's responsibility to inform management of such unusual and extreme circumstances and to request assistance from the management team.
- 2.0 Six (6) unscheduled absences in any six (6) month period shall be considered excessive.
 - 2.1 An "unscheduled absence" is any absence from a scheduled shift, overtime or on call assignment with less than forty-eight (48) hours notice.
 - 2.2 The duration of one unscheduled absence may be for any length of time. The following examples each constitute one (1) unscheduled absence if not approved by management at least forty-eight (48) hours in advance.

- 2.2.1 One shift (or any part of one shift). Unscheduled absences for personal illness or medical appointments.
- 2.2.2 Consecutive shifts off.
- 2.2.3 Multiple, consecutive shifts off for Family Unscheduled absences, when the time off exceeds the sixty (60) hours per calendar year, as established in Policy No. 1250 (Sick Leave).
- 2.2.4 Leaving a shift early due to personal illness and using unscheduled absences for the next shift, overtime or on call assignment.
- 2.2.5 Requests for compensatory or vacation time off, submitted and approved in accordance with Policy No. 2030 (Time Off Requests) on less than forty-eight (48) hours notice are not considered unscheduled absences.
- 2.3 Use of family sick leave with less than forty-eight (48) hours notice to care for a child, parent, spouse, or domestic partner who has a serious medical condition is not considered an unscheduled absence.
- 3.0 Authority employees shall be evaluated for use of unscheduled absences at six (6) month intervals. Anyone having six (6) events of unscheduled absences during any six (6) month period will be placed on a “supervisor’s review” period.
 - 3.1 A supervisor’s review period shall be for a period of two (2) months. During the two-month period, the employee may have only one (1) unscheduled absence.
 - 3.2 A second unscheduled absence during the supervisor’s review period will result in corrective action as defined in Policy No. 1080 (Corrective Actions) and the Memorandum of Understanding between the Authority and Operating Engineers Local No. 3, up to and including dismissal.
 - 3.3 The intent of the supervisor’s review period is to keep documentation of a two-month supervisor’s review out of an employee’s permanent personnel file as long as the employee successfully completes the review period.
 - 3.4 It is neither the expectation nor intent to limit a supervisor’s responsibility to document an employee’s performance, including supervisor review periods for excessive unscheduled absences, in a performance appraisal.