

OPER 4007: STAFF ABSENTEEISM AND TARDINESS

Effective Date: November 2, 2017

Reference(s): NC Office of State Human Resources Manual, Leave, Section 5

Purpose: To establish a uniform procedure for addressing absenteeism and tardiness.

Employees Covered Under this procedure: All employees of the Education Services for the Deaf and the Blind (ESDB)

Definitions:

1. Scheduled Leave

Leave that is approved by the immediate supervisor, or other person with authority to approve leave, in advance. Examples include vacation leave, sick leave, civil leave, Workers' Compensation leave, Family and Medical Leave, military leave and community service leave.

2. Unscheduled Absence

Leave that is approved by the immediate supervisor, or other person with authority to approve leave, but not in advance.

3. Unexcused Absence

Absence for which leave is not approved by the immediate supervisor, or other person with authority to approve leave. Employees with an unexcused absence may not be allowed to use paid leave, or make up the time, and may be subject to disciplinary action, up to and including dismissal for unacceptable personal conduct.

4. Excessive Absenteeism

Having more than three (3) unscheduled absences within a 4-month period, or more than 13 unscheduled absences per school year. Successive absences are counted as one occurrence. Scattered absences are counted as separate occurrences. Excessive absenteeism may result in disciplinary action, up to and including dismissal for unsatisfactory job performance.

5. Tardiness

Failure to report to the assigned work area within 5 minutes of the scheduled time for reporting. This includes returning from breaks and lunch periods. Tardiness exceeding four (4) hours will be considered an absence. Tardiness that is not excused by the immediate supervisor, or other person with authority to approve leave, constitutes unacceptable personal conduct and may result in disciplinary action, up to and including dismissal. Tardiness that is excused by the immediate supervisor, or other person with authority to approve leave, may, nevertheless, be deemed excessive if there are more than three (3) occurrences within a 4-month period, or more than 13 occurrences per school year. Excessive excused tardiness constitutes unsatisfactory job performance and may result in disciplinary action, up to and including dismissal.

Absenteeism and Tardiness Procedures

1. Staff who are ill or for any other reason are unable to report for duty as scheduled are to notify their immediate supervisor as soon as possible or no later than two (2) hours prior to the time they are scheduled to report for duty (using the established call-in, call-out procedures).
2. Daily notification is required, unless the employee is directed to do otherwise by management or is on approved Leave of Absence for a designated period.
3. Notification from a person other than the employee will not be accepted except in extreme situations.
4. Management has the discretion to require a physician's note for absences of three (3) consecutive days, or any time there is suspected abuse of sick leave or sick leave used in conjunction with excessive absenteeism. For example, when an employee establishes a pattern of using sick leave on certain days, such as just before or after weekends and holidays, a doctor's note may be required.
5. Late arrival must be reflected in the HR/Payroll system
6. For excused tardiness, the employee may elect to record LWOP or use available accrued, or flex the time with the supervisor's approval, during the same work week.
7. For unexcused tardiness or absenteeism, the employee may not be allowed to use paid leave or make up the time.