

ATTACHMENT A

SAMPLE DEPARTMENTAL GUIDELINES FOR ABSENCES

A. Sick Leave

Employees will be allowed three absences per year for illness without having to provide a doctor's excuse. However, employees will be required to turn in a doctor's excuse after any absence of more than three days (24 hours). When an excuse is required, it is the employee's responsibility to ensure that the doctor's excuse is turned in on the first day back from the absence.

Each illness is considered to be one absence, whether it is the employee or immediate family member who is sick. Any employee having more than three absences for illness without providing a doctor's excuse will be considered as having an unexcused absence, and the employee will be docked pay for all time missed.

Being docked pay more than four times in one year for an illness will be considered excessive absenteeism and the employee will be subject to suspension and/or termination.

B. Unscheduled Leave

Unscheduled Leave is defined as any leave not scheduled more than two working days in advance of the leave being taken. This includes any and all forms of accrued leave including compensatory time, sick leave, or vacation leave. For purposes of this policy, only the first day of any consecutive sick leave days will be considered unscheduled.

Any employee who takes more than 64 hours in one year of unscheduled leave will be considered as having excessive absenteeism and will be subject to suspension or termination.

C. Reporting Unscheduled Leave

When an employee will be out on unscheduled leave, he/she must call in and report the reason for the leave to his/her department supervisor. In the absence of the supervisor, his/her designee must be notified.

D. Exceptions

When an employee will be out on scheduled leave he/she must call in and report the reason for the leave to his/her department supervisor. In the absence of the supervisor, his/her designee must be notified.