

## 3357:13-16-261 Attendance and Punctuality Procedures

(A) Procedure (see also policy [16-26](#)) - All employees are expected to report to work, on time, every day that they are scheduled to work and to maintain a satisfactory record of attendance.

- (1) If absent for reasons covered by Family and Medical Leave (FML) or workers' compensation leave, this time off will not be counted in considering disciplinary action due to excessive absenteeism.
- (2) Full-time staff employees accumulate sick leave at the rate of 1.25 days per month to a maximum of 210 days. The intent of the sick leave accrual program is to provide employees with time off for occasional absences (1 – 2 days), as well as short to long term periods of absence due to illness. Employees may use up to 15 days/120 hours of sick time during a rolling 12-month period. Employees exceeding this amount shall be subject to termination.

### (B) Workday Hours

- (1) Each full-time employee is expected to work nine (9) hours each workday, Monday through Thursday, and four (4) hours on Fridays. The College's core hours (when most staff is expected to be present) are from 8:00 AM until 5:00 PM with a half-hour lunch period. The lunch period shall be taken no earlier than 11:00 AM and not later than 1:30 PM. Some areas of the College may have legitimate business reasons to work outside of the core hours. Exceptions must be approved by the immediate supervisor, after discussion with the division Vice President.
- (2) From time to time, it may be necessary for a nonexempt employee to work more than normal hours in a day. In that event, all attempts shall be made to reduce the employee's schedule the remainder of that week in order to prevent overtime. In any case, overtime must be approved in advance by the divisional vice-president.
- (3) The College does not have a compensatory time program.

### (C) Employee Responsibilities

- (1) Employees are expected to report to work on time and remain at their assigned area as scheduled.
- (2) Employees are expected to manage their personal affairs in a manner which will enable them to report to work on a regular and dependable basis.
- (3) Employees are expected to notify their supervisor as far in advance as practical of planned absences. In the event of an unexpected absence or tardiness, the employee

shall notify their supervisor no less than 30 minutes prior to their scheduled start time. The reporting of such information must include the reason for the absence, expected duration of the absence and expected return to work information, and any other information that would have an impact on the work environment during the employee's absence. Unless an emergency situation dictates otherwise, notification may not be made by third parties (i.e. friends, relatives, etc.) or left with co-workers unless the immediate supervisor has designated that individual to receive absence notifications.

- (4) If absent for more than one (1) day, employees must call their supervisor each day or the night before they are unable to come to work.
  - (5) If the employee is absent for three (3) or more consecutive days, a certification of illness is required from the attending physician, nurse practitioner or physician's assistant, and must be presented upon return. Human Resources must be contacted to determine if the period of absence qualifies as FMLA. A physician's statement may be required in any event of sickness or disability absence if circumstances such as repeated absences, etc., warrant, at the sole discretion of the College.
  - (6) Employees are not permitted to make up time during the workday, alter their work schedule when late to work, or work through their lunch period to make up time without prior approval from their supervisor.
  - (7) Leave forms must be submitted to the supervisor in advance for planned time off. In the event of an unexpected absence, a leave form shall be submitted immediately upon return to work.
- (D) Recording Time Worked - The College must comply with applicable laws that require records to be maintained of hours worked. To ensure that accurate records are kept of the hours worked (including overtime hours where applicable); of accrued vacation, sick and personal time an employee has taken; and that employees are paid in a timely manner, employees shall maintain accurate time and attendance records. The employee has the responsibility for ensuring that their actual hours worked and absences (sick, vacation and/or other time off) taken are recorded accurately. Falsifying recorded time is an act of misconduct and shall be subject to corrective action, up to and including termination.
- (E) Patterns of Abuse - A pattern of absence/tardiness exists when an employee's absences/tardiness occur with a common factor. For instance, an employee who is regularly absent from work on a Monday, a Friday, the day before or after a holiday, after pay days, or any one specific day; following overtime worked; half days; frequent tardiness; etc., may be viewed as displaying a pattern. Employees exhibiting a pattern may be subject to disciplinary action.
- (F) No Show/No Call

(1) An incident of no show/no call occurs when employees both fails to report for work at the start of their scheduled work time and fails to notify their supervisor that they will be absent. Employees who fail to report to work without providing notice to their supervisor or Human Resources for a 24-hour period will be considered to have voluntarily terminated their employment with the College unless they provide satisfactory explanation. Repetitive but non-consecutive, single-day incidents of no call/no show will result in disciplinary action.

Note: Requests for exceptions due to unusual circumstances must be submitted in writing and approved by the division vice president/division head.

Effective: September 28, 2022

Next Review: September 1, 2027

Review Dates: 9/17/15, 9/28/22