

## **POLICY AND PROCEDURES DOCUMENT – Attendance Expectations**

**ISSUED TO:** Business Services Employees

Replaces July 2001 Policy

**ISSUANCE DATE:** April 13, 2015

**EFFECTIVE DATE:** May 13, 2015

Employees of Business Services provide an array of critical service to a variety of stakeholders. Acceptance of employment with the Division of Business Services assumes a commitment to regular attendance. Employees are expected to report for work according to their normal work schedule.

This policy provides guidelines to employees within UW-Madison Division of Business Services. Management will use these guidelines to promote a high level of employee attendance.

A copy of this policy will be provided to all current employees and subsequently to all new employees at the time of hire. All employees are responsible for reading and understanding this policy. If an employee does not understand any part of this policy, questions should be addressed to your supervisor in Business Services. This policy will be applied equitably and in conjunction with University of Wisconsin Employee Work Rules. This policy allows a manager, after taking all mitigating circumstances into account, to apply progressive discipline for violation of this policy.

### **SCHEDULED ABSENCES**

Scheduled absences are defined as time-off with prior approval from your supervisor. In the event that your supervisor is not available, (i.e., on vacation or out of the office for the day) a back-up supervisor needs to approve the time off.

Employees are required to request in advance, time off for vacation, personal holiday, or time out of the office. Requests for time off should be submitted to your manager with as much prior notice as possible so workloads and coverage by other staff members can be adjusted to ensure appropriate service. A minimum of twenty-four (24) hours advance notice is requested if circumstances do not allow for a longer notice. Requests may be denied due to operational need. Email access to your business account may be required by your supervisor to ensure all functions are covered during normal business hours.

For use of sick leave for scheduled medical/dental appointments that cannot be scheduled at times other than during work hours, a minimum of a three-day notice is required except in emergency situations or urgent appointments. If there is a coverage issue due to the requested time off, the supervisor will notify the employee of the possible problem and discuss options.

Employees are expected to use paid leave time to cover both planned and unscheduled absences. Leave without pay will not routinely be approved to cover absences in excess of available leave. Supervisors may approve leave without pay when requests are made for unusual and non-

recurring reasons after taking into consideration operational needs. Medical leave without pay and any other leave mandated by law will be given appropriate consideration.

## **UNANTICIPATED ABSENCES**

It is understood that on occasion everyone has a last minute need to use leave time for an unanticipated absence. Reporting an absence does not guarantee the absence will be approved/excused.

Each work area will designate the appropriate person(s) to be contacted and will define what is considered to be reasonable notice for its operational needs. This information will then be communicated to the employees of that particular work area.

When leaving a voice message for the supervisor, employee must include a telephone number where the employee can be reached, the reason for the absence, how the employee is requesting to charge the time (sick leave, vacation, Personal holiday, etc.) and any pending work that needs immediate attention.

Depending upon the nature of the reason for the absence, the supervisor may require additional verification before deciding if the absence is considered approved. Absences for which employees provide an acceptable medical verification of their inability to work shall be considered excused absences.

It is expected that unscheduled/unanticipated absences, whether they are approved or not, will not be excessive. Excessive absences are defined as either a) three (3) unscheduled absences of any length in any 12-week period, including for reasons of illness or personal business or b) any "0" sick leave balance.

## **REVIEW PROCEDURE**

Supervisory review of employee attendance will be ongoing. It is the responsibility of each supervisor to evaluate each absence or tardiness, taking into account the reason, frequency and amount of time of the occurrence. Based on this analysis, the supervisor will determine if a particular occurrence warrants counseling or a pre-disciplinary meeting. Occurrences include but are not limited to:

- A pattern, as determined by the supervisor, of unscheduled absences of any length for any reason
- A pattern, as determined by the supervisor, of unscheduled occasions of tardiness of any length
- Unapproved absences or tardiness
- Unscheduled absences in conjunction with:
  - Scheduled absences
  - Legal holidays
  - Scheduled leave, e.g. vacation/personal holidays
  - Weekends

- Overtime worked
- Same day of the week
- Or unscheduled absence:
  - On date(s) a leave request was denied
  - Immediately following discipline
- Or sick leave balance reaches zero
- All available leave time has been used

Failure to appropriately report an absence or tardiness, or absences that are not approved, or absences that are excessive, or a combination of these, may result in the scheduling of a pre-disciplinary meeting.

If the supervisor knows the reason for the absences or tardiness, such as a work-related injury, hospitalization, recovery from major surgery or illness, death in the family, absences approved under FMLA, etc., no meeting may be necessary. If the supervisor does not know the reason for the absences or tardiness, the supervisor may schedule a pre-disciplinary meeting. If the supervisor is contemplating disciplinary action, this must be made clear to the employee, in writing, prior to the meeting. If discipline is decided upon after the pre-disciplinary meeting, the principles of just cause and progressive discipline will be followed.

### **MEDICAL VERIFICATION OF ABSENCE OR TARDINESS**

If a medical condition prevents an individual from being at work or results in chronic/intermittent absences, the supervisor may require medical verification of the condition from the treating specialist which must include the following information:

- Verification that the employee is/was unable to perform work duties due to a medical condition
- Specific beginning and end dates when the employee was unable to work
- A return to work date and whether or not there are any restrictions or accommodations to be considered

If the medical verification provides the above information and does not disclose specifics about the medical condition, it may be returned to the supervisor.

If medical information is contained in the doctor's note, please submit the verification to the Kathy Mather, ASU Director or Meghna Shah, Divisional Disability Representative. Medical information will be kept confidential from the supervisor and filed in a separate medical file.

Employees who have an underlying medical condition that results in chronic/intermittent absence are encouraged to contact Meghna Shah or Kathy Mather to discuss the need and/or request the appropriate documents related to Family or Medical Leave (FMLA).