



DEPARTMENT OF REHABILITATION SERVICES

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Policy #: 201  
Chapter: Personnel Management  
Subject: Attendance and Dependability Policy

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Approved: , Commissioner

### ***Introduction***

Each DORS employee is responsible for maintaining a good attendance record. You are expected to report to work on time, observe the Agency's guidelines for breaks and lunch, and perform your assigned duties as scheduled. The success of DORS depends to a great extent upon the dependability of its employees. Each employee is an essential link in the delivery of services vital to our consumers. Unscheduled Absences can directly impact employee performance. For this reason, all absenteeism impacts the department's ability to carry out its mission.

Sick, Vacation and Personal Leave requests must be made in accordance with these guidelines and any other relevant requirements.

Employee attendance records will be reviewed on a regular basis to determine compliance with the policy/guidelines. Disciplinary action may be taken for violations of the policy/guidelines and/or abuse of leave time.

### ***Definitions***

**Absence:** An Absence is any time you are not at work during your scheduled hours, regardless of the reason. However, not all Absences reflect negatively on your record. Only "Occasions of Absence" may.

**Sick Family Leave (SFAM):** A scheduled or unscheduled Absence that may be used in the event of a critical illness or severe injury to an employee's spouse, parent, sibling, child or any relative who is domiciled in the employee's household.

**Occasion of Absence:** An "Occasion of Absence" (or "Occasion") is one or more unscheduled or unapproved continuous day(s) or partial day(s) of Absence.

**Exceptions:** The following Absences will not be counted as an Occasion:

- Approved Vacation time (VAC)
- Personal Leave (PL)
- Approved Compensatory Time
- Bereavement Leave (advance notification to your supervisor is required, when possible) Refer to your bargaining unit contract for information regarding the number of days allowed (SFNRL, SFFNR)
- Jury Duty/Subpoenaed court appearances (court provided document of service and advance notification to your supervisor is required) (LJURY)
- Military Leave
- Approved Workers' Compensation time
- Scheduled and approved Sick time (i.e. surgery, scheduled doctors' appointments for yourself that cannot be taken outside of work hours) (SP)
- Sick Family (SFAM) time (up to 5 days per calendar year, or as governed by the employee's

- bargaining unit contract) (advance notification to your supervisor is required, when possible)
- Designated and documented leave under the state or Federal Family & Medical Leave Acts (FMLA/SMLA)

**Unscheduled:** Any Absence not approved by your supervisor or designee or requested in advance.

**Tardiness:** Any failure to report to work on time according to the established work schedule/assignment or lateness for duty at any point during the shift/assignment.

**Unauthorized Leave:** An unapproved Absence which shall be coded ULU for payroll purposes and will be unpaid.

### ***Guidelines for Occasions of Absence***

Supervisors/Managers and Human Resources will monitor Occasions of Absence. Human Resources will determine the action to be taken upon the accumulation of a certain number of Occasions within a given time period, taking into consideration the following:

- 1) The number of days taken;
- 2) The number of Occasions;
- 3) The pattern of Absences;
- 4) The employee's past record; and
- 5) The reasons for the Occasions

Guidelines established through collective bargaining will also be taken into account when considering action.

**Note regarding A&R/P-5 Members:** Pursuant to an arbitration award and related stipulated agreements, Administrative & Residual union employees (A&R/P-5) have certain important distinctions concerning sick leave use, including:

- 1) A&R employees may receive a Fair or Unsatisfactory rating in the "Dependability" category of their performance appraisal if:
  - a) They use more than the contractually earned 15 sick days per year with frequent occasions, or
  - b) They use less than 15 days but have a clearly identifiable pattern of usage (i.e., Mondays, Fridays, day before or after holiday, etc.), or
  - c) They use less than 15 days but have repeated or extended occasions of unauthorized leave without pay.
- 2) If they use less than 15 sick days, and there is no identifiable pattern of usage, no unauthorized leave, or no adverse effect on other aspects of their work, A&R employees cannot receive a Fair or Unsatisfactory Service Rating in the "Dependability" category.