



Unified Government Human Resources Guide

Effective 01-01-2014

ATTENDANCE

- I. General: All employees of the Unified Government must report to work their scheduled hours and required overtime unless excused.
- II. Policy
 - A. Reporting:
 1. Department heads shall inform employees, upon hire, of the department procedures for reporting absences and tardiness.
 2. Unscheduled Absences
 - a. The employee must report unscheduled absences to his or her supervisor or appropriate personnel no later than one-half hour before the beginning time of the employee's shift. Departments may establish an earlier notification time if it is necessary to assure adequate staffing.
 - b. The employee must call in each day for an unscheduled absence.
 - c. The employee must meet the guidelines for sick leave usage as specified in 5.1 Sick Leave.
 - d. Absence for three consecutive working days without notifying the supervisor is considered voluntary job abandonment.
 3. Use and Scheduling of Planned Leave - See related policies below.
 - B. Unexcused Absences—An unexcused absence is:
 1. any absence that is taken after a supervisor has denied the request
 2. any absence that is taken when medical documentation requested by the supervisor has not been provided, or
 3. an absence which is taken without prior or subsequent authorization.
 - C. Disciplinary Action—Unexcused absences may be grounds for disciplinary action.

RELATED POLICIES: 3.4 Overtime/Compensatory Time
5.1 Sick Leave
5.2 Vacation
5.4 Personal Leave
5.5 Bereavement Leave
5.6 Family and Medical Leave
5.7 Military Leave
5.11 Leaves of Absence Without Pay

RELATED FORM(S): Overtime Worked/Comp Time Used
Leave Request Form