



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
June 1, 2003
Revised: August 5, 2020

STANDARD OPERATING PROCEDURE # FAC 1.003

Subject: Sick Leave, Tardiness and Excessive Absenteeism

Purpose: Provide Facilities Development & Operations an internal procedure to consistently manage, sick leave, tardiness, and excessive absenteeism. These issues create under-staffing and lost productivity, which will detract from customer service and employee safety. This Standard Operating Procedure aligns to the **HR-22.00-2004/07-Standards of Conduct** and **HR-18.02-04/16 Hours of Work and Benefits**.

This procedure is to reinforce current policies and address requirements for absences, call in procedures, requesting sick leave, arriving late and/or leaving early so as to further clarify acceptable work expectations/behavior, uphold consistent practices, and reinforce individual staff performance responsibilities. Employees are expected to be at work during scheduled work hours. Leave will be required for hours not worked as indicated below.

Policy:

A. Sick Leave: is a benefit granted by the university to employees. Used wisely, it can be a highly effective source of income protection in the event of an illness or accident. Sick leaves benefits help ensure (if you are off work) your benefits will continue. The supervisory staff should make every effort to eliminate abuse of sick leave. In situations that apply to the Family Medical Leave Act, (FMLA), the policies and procedures of the FMLA take precedence.

Procedures: Requests for scheduled sick leave shall be submitted in a timely manner by preferred method of the employee's supervisor. Employees who request the use of non-scheduled sick leave are responsible for informing their supervisor by having a direct verbal conversation with the supervisor where possible and as soon as possible. This can be accomplished by person to person, office phone or cell phone communication. Leaving a recorded voice-mail message or email does not meet this requirement. For phone number information see the attached phone listing.

If the direct supervisor is not available the employee must have a direct verbal conversation with the next level supervisor or Director. If the Director's direct reports are not able to speak with the Director, the employee should speak with the Coordinator in Facilities Planning Maintenance and Construction or Program Manager in Facilities Management. If



after hours and weekend employees are unable to speak with anyone indicated above, a voice mail or email messages would be allowed.

After three (3) workdays of sick leave absence in any 30-day period, more than three (3) consecutive days or if a pattern of abuse is documented, the employee shall provide a medical certification to justify the use of sick leave upon returning to work. After ten consecutive days of sick leave absence, the employee will be required to submit a medical certification form before additional use of sick leave is authorized. Upon returning to work after ten consecutive sick leave absence the employee shall provide a signed medical statement that the employee can return to work without limitation.

Tardiness: Employees are expected to be at work on time. Being late to work is defined as not ready for work at your assigned work-station at the start of your scheduled work day. During a 30-day period of time, four (4) occasions of tardiness or 4 consecutive days of tardiness shall be considered excessive. Excessive tardiness or a documented pattern of abuse will be considered cause for corrective action as appropriate following the University "Employment Policy" guidelines. Hourly employees will be charged leave or compensatory time for tardiness of 15 minutes and in 15-minute increments after the initial 15 minutes rounded down to the nearest 15 minutes. **Note:** Salaried employees have responsibilities resulting in varied work schedules requiring them to occasionally work more than 40 hours each week. These salaried staff will not be charged leave or compensatory time for work schedule modifications. All work schedule modifications shall be communicated to and approved by the immediate supervisor by direct or phone (office or cell) communication prior to the schedule modification. If the immediate supervisor is not available the communication shall be with the next level supervisor or Director. These hours should not be "banked" and should be used in the same pay period as worked or the next pay period if not possible due to the timing of the pay period.

- B. Leave / Compensatory Time:** If employees must leave work early, they must have direct verbal conversation with their supervisor to request leave and identify the appropriate leave time and leave type (annual or comp). This can be accomplished by person to person, office phone or cell phone communication with the supervisor. If the immediate supervisor is not available the employee shall speak with the next level supervisor or Director. Voice mail messages do not meet this requirement. Notification of absence to your supervisor does not excuse the absence and does not guarantee the use of leave. Requests for a full day or longer of earned vacation/compensatory time shall be submitted on the application for leave form attached a minimum of twenty-four (24) working hours in advance of the beginning date of leave. **Note: Direct reports to the Facilities Management Associate Vice President shall contact the Program Manager at x2007.**

Approval of the dates on which the employee wishes to take annual leave or comp time shall be at the discretion of the supervisor and shall be subject to the consideration of the department operational needs and if a pattern of abuse is documented.

- C. **Excessive Absenteeism:** Three (3) occurrences during a 30-day period or 12 occurrences in one year's time will be considered excessive absenteeism. Excessive absenteeism may result in a written corrective disciplinary notice, and or other disciplinary procedures as appropriate following the University "*Employment Policy*" guidelines.

The supervisor should look for the following indications to determine that there may be an inappropriate absence and if disciplinary action needs to be taken.

1. Does the employee fail to call in prior to his/her scheduled work day on the day of absence?
2. Does the employee's absence occur repeatedly on a particular day during the week or month?
3. Has the employee frequently used sick leave before or after holidays or his/her regularly scheduled days off? Is there a pattern developing in the use of the employee's sick leave?
4. Is the employee consistently absent one day at a time?
5. In a work group, is there a pattern of two or more employees in their absences?

The following guidelines should be used when evaluating attendance for Performance Evaluations.

When applying these guidelines, the supervisor should carefully review the attendance record of the employee, taking in consideration the reasons and justifications for all absences. Consideration should be given to the employee's record for:

1. Report to work on time for their assigned work day.
2. Follows polices regarding breaks and lunch periods.
3. Schedules all annual/compensatory leave in advance and obtains appropriate approval/authorization in advance.
4. Follows policy for sick leave usage.
5. Considerations for extenuating circumstances and FMLA issues.

Performance deficiencies and disciplinary action can be reflected in the Performance Evaluations.

How absences will be counted is outlined below. These guidelines do not include pre-approved sick time, vacation, or compensatory time use.

- An unscheduled absence for at least one-half of the workday will be counted as one occurrence.
- Two separate partial day absences, regardless of the duration, may be counted as one occurrence.

- An absence for one or more consecutive workdays will be considered one occurrence. For example, if an individual is out two consecutive days, that will count as one occurrence.

<u>Number of Occurrences/per year Not Pre-Approved</u>	<u>Rating</u>
0 - 1	Superior Performance
2 - 8	Above Performance
9 - 11	Meets Performance
12 -14	Needs Improvement
15 or more	Below Performance

Developed by: Facilities Management

Approved by:

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