

CITYWIDE ABSENCE CONTROL PLAN

The Absence Control Plan has two sick leave periods January 1 to June 30, inclusive, and July 1 to December 31, inclusive. An employee who exceeds the allowable number of undocumented absences in any "Sick Leave Period" shall be required to submit medical documentation, satisfactory to the Agency head, before further sick leave is approved. The requirement for such documentation shall continue in effect until the employee has worked a complete "Sick Leave Period" without being on sick leave more than two instances.

The Absence Control Plan also has specific steps according to the employee's number of sick leave occurrences within the six-month period. An occurrence is considered 3 ½ hours or more of undocumented sick leave, accumulated either in a single day or over a period of time within the six months.

Absence Control is not a substitute nor a prerequisite for disciplinary action. It helps determine whether an employee will be paid for days on which undocumented sick leave was taken. A supervisor who has reason to believe that an employee is abusing sick leave privileges must immediately take appropriate steps to address the problem, including those outlined below.

All employees who accrue sick leave are covered by the Absence Control Plan. An Absence & Tardiness Record must be maintained for each employee by the supervisor, who records all lateness and absences as outlined on the Absence and Tardiness calendar during the week it occurs. Space for recording further details and discussions between the employee and supervisor is provided on the record. All of the following should be indicated:

- * date(s) of undocumented absence(s);
- * number of hours/days absent;
- * reason for absence (if known); and
- * "step" in which the employee is placed.

Supervisory Conferences

Supervisors are responsible for conducting the Employee/Supervisor interview at each step, usually within two days after the employee returns from sick leave.

The procedures to be followed under the Absence Control Plan are as follows:

Informal Discussion - This step is optional. The informal discussion is meant to serve as a cautionary word to employees who are about to enter Step 1 or who continually repeat problem attendance habits, have previously reached Step 3, or repeatedly reach Step 2. The informal discussion should be held at the first time in the new sick leave period that the employee returns from undocumented sick leave before or after a scheduled day off, or after a second undocumented sick leave absence in the sick leave period.

The supervisor should inquire about the absence and remind the employee that after the next absence the formal absence investigation procedure starts. This discussion should be noted and dated by the supervisor on the Absence and Tardiness calendar.

Step 1 - Absence Investigation and First Discussion - When an employee has either a second undocumented use of sick leave before or after a holiday or weekend or a third undocumented use of sick leave, the supervisor will conduct another interview with the employee. The employee should be offered assistance in improving his or her attendance and should be warned of possible consequences. The details of the discussion should also be recorded on the Absence and Tardiness calendar including the signature of the employee noting that the discussion was held.

Step 2 - Second Discussion - When an employee has either a third undocumented use of sick leave before or after a weekend or holiday or a fourth undocumented use of sick leave, another interview should be held between the supervisor and employee. The supervisor should also discuss the case with higher level supervisors. All discussions should be documented on the Absence and Tardiness calendar.

Step 3 - Final Warning - When an employee has either a fourth undocumented use of sick leave before or after a weekend or holiday or a fifth undocumented use of sick leave, the supervisor will place the employee on notice that his or her attendance is still unsatisfactory. All pertinent information must be recorded on the Absence and Tardiness calendar.

Step 4 - Sanction Status/Imposition of Doctor's Restriction - When an employee has either a fifth undocumented use of sick leave before or after a weekend or holiday or a sixth undocumented use of sick leave, the employee will be placed on Sanction Status/Doctor's Restriction. The supervisor should send the Absence & Tardiness record to the Absence Control Coordinator and a formal memo notifying the employee that he or she is being placed on Doctor's Restriction will be forwarded to the Work Unit Supervisor. Unless future sick leave is documented, the employee will not be paid for any such absence. All pertinent information must be recorded on the Absence and Tardiness calendar.

CARRY-OVER OF NON-MANAGERIAL ANNUAL LEAVE CREDITS AND COMPENSATORY TIME

Annual leave credits for non-managerial employees shall be calculated on a "leave year" basis beginning May 1 and ending April 30. All annual leave allowance to an employee's credit on April 30 in excess of two years shall be added to the employee's sick leave balance.

A non-managerial employee's annual leave balance must be reduced by May 1 in any given year to the amount accruable in the preceding two years. For example, 54 days for an employee accruing annual leave at a 27-day rate, 50 days for employees with a 25-day rate, etc. At any point during a year, however, an employee's leave accumulations together with the employee's current year's annual leave accumulations may exceed this limit so long as the total is reduced to the limit by the following May 1st. A written request for permission for carry-over of an excess of two years accumulation must be submitted by the employee prior to April 1st of each year through the Agency's Office of Human Resources.

~~An employee's compensatory time must be taken within four months following the period in which it was earned. Any compensatory time not used by that time shall be added to the employee's sick leave balance. A written request for permission for carry-over of compensatory time must be submitted by the employee one month prior to the date of conversion through the Agency's Office of Human Resources.~~

