

POLICY REGARDING CIVIL SERVICE RULE 12.6(A)2 NON-DISCIPLINARY REMOVAL FOR UNSCHEDULED ABSENCES

PURPOSE OF THE POLICY

This policy is being adopted by the University of Louisiana at Monroe, within the guidelines of Civil Service Rule 12.6, and is intended to encourage responsible use of leave by all classified employees. The intent of this policy is not to punish classified employees, but to consider the greater good of the state service by reducing unscheduled, disruptive absenteeism. It is also intended to improve morale by reducing the negative effects of absenteeism on co-workers who must often perform the duties of the absent employee and to improve the state's service to its clients and customers by promoting good employee attendance.

RULE BASIS FOR THE POLICY

The provisions of this rule shall be made generally available to all employees. An employee may be non-disciplinarily removed under the following circumstances. When an employee is removed under this Rule, the adverse consequences of Rules 6.5(c); 7.5(a)7; 8.9(d); 8.13(a)7; 8.15(d); 8.18(d) and (e); 11.18(b) and 17.25(e)4 shall not apply.

The policy is based on Civil Service Rule 12.6(a)2, which reads as follows:

12.6 Non-disciplinary Removals

(a) An employee may be removed under the following circumstances:

1. ...

OR

2. When, after the employee has been given written notice that his attendance requires improvement and a copy of this rule, an employee has seven (7) or more unscheduled absences during any consecutive twenty-six (26) week period. The employee shall also be given written notice each time he incurs a sixth unscheduled absence during a consecutive twenty-six (26) week period. An unscheduled absence occurs when an employee is absent from work without having obtained approved leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. A continuous absence for the same reason is one unscheduled absence, regardless of its duration.

POLICY OF THE UNIVERSITY OF LOUISIANA AT MONROE

The University of Louisiana at Monroe expects all classified staff to assume diligent responsibility for their attendance and promptness in reporting to work. All classified employees are expected to be at their assigned work place, ready to work at their regular starting time each day on which they are scheduled to work unless they have been granted approved leave.

Based on this expectation the University of Louisiana at Monroe shall apply Rule 12.6(a)2, subject to the following:

Employees Covered By This Policy

This policy shall be university-wide and applicable to all classified employees.

Unclassified staff and faculty are governed by the University of Louisiana System Rules and are not subject to this policy.

Notification to the Employee

Any classified employee of the University may be given a written supervisory notice (www.ulm.edu/hr/policies/forms/supervisorynotice.pdf) notifying the employee his or her attendance requires attention. Such a written notice must have the concurrence of the Delegated Appointing Authority. **No absence** will count for the purpose of this policy until the employee has been given such a notice.

This method of applying Civil Service Rule 12.6(a)2 will address those individuals whose absenteeism has caused problems for the University. Furthermore, this method will help ensure that the affected employee is given every chance to improve his or her attendance through the supervisor's and/or budget unit head's personal attention and clear communication of expectations.

The supervisor and/or budget unit head shall ensure the employee is notified each time an absence is counted as unscheduled, and the supervisor shall maintain sufficient documentation of such notices. Notification to the employee is to be done using the Unscheduled Absence Notification Form (www.ulm.edu/hr/policies/forms/unscheabsencenotice.pdf). The notification form includes the employee's current running total of unscheduled absences, allowing the employee to be aware at each notification how many unscheduled absences they have accumulated.

Definition of Unscheduled Absence

For employees who have been given written supervisory notices regarding their absenteeism, an unscheduled absence shall be any absence for which the employee did not obtain verbal or written approval by close of business on the employee's last regularly scheduled workday prior to the absence. One unscheduled absence may be of any continuous duration (e.g. fifteen minutes, one hour, four hours, one day, three days, etc.). This also includes those absences requested by employees to leave early during the same day or work schedule. A supervisor and/or budget unit head may request an exception(s) from this provision from the Delegated Appointing Authority for rational business reasons.

Documentation of Absences

Supervisors and/or budget unit heads should be aware that no action will be taken under this policy unless sufficient documentation is maintained. The supervisor and/or budget unit head may apply any recordkeeping method which fits his needs.

Approval of Leave after The Fact

Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled.

Leave Without Pay

Although the rule allows the approval of leave after the fact, the University retains the right to place an employee on unauthorized leave without pay for any unscheduled absence for which the supervisor and/or budget unit head will not grant approval. This includes the denial of requests for annual leave.

Sick Leave Verification

The supervisor and/or budget unit head may require doctors' statements or some other proof acceptable to the university to verify the legitimacy of sick leave, whether it is scheduled or unscheduled.

Disciplinary Action

Use of this policy does not prohibit the university from taking appropriate disciplinary action for unauthorized absences if such action is deemed appropriate.

Exceptions**Unforeseen Absences**

Verifiable unforeseen absences which become necessary after the employee reports to work, such as having to go get a child who becomes sick at school, and for which the supervisor and/or budget unit head would grant approval for leave would be excluded. The supervisor, budget unit head and/or the Delegated Appointing Authority retains the right to require acceptable proof to verify the legitimacy of the leave in order to determine if an exception is warranted.

Exceptional Circumstances

The Delegated Appointing Authority may grant exceptions to the normal provisions of this policy for rational business reasons.

Procedure

Department heads, directors and supervisors are to apply the provisions of this policy on a case-by-case basis, considering rational business reasons and the consequences of a particular employee's absence. Unscheduled absences for some positions are more disruptive than others. Supervisors and/or budget unit heads should never discriminate against employees based on race, sex, age, national origin, etc.

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