

CURRENT 5.3 ATTENDANCE

CRCPL depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement, and may result in corrective action up to, and including, discharge of employment.

Unless required by law, regular full-time and regular part-time employees, who have exhausted all of their paid leave, may use up to 5 additional unpaid working days within the calendar year equal to the normal total hours scheduled per week.

Part-time employees may use up to 10 working days as authorized in unpaid absence from work within the calendar year equal to the normal total of hours schedule per week.

Non-medical unpaid absences should only be approved when they do not create a hardship for the library or adversely impact the work unit. Requests for unpaid leave should be made as far in advance as possible.

An employee must personally (unless incapacitated) notify their supervisor or administration if they expect to be late or absent as far in advance as possible but within one hour after the scheduled work time.

Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity the exact nature of an illness need not be divulged. An employee should attempt to provide an estimated arrival time or day of return to work.

Failure to call in, in a timely manner, may result in corrective action. Employees who do not return to work or arrive at the time originally estimated are expected to call in again. Supervisors will track all employees' absences to ensure that absences and tardiness are not excessive. Generally speaking, more than 10 unscheduled absences or late arrivals at work in a 12-month period is considered excessive. Corrective action, up to and including discharge, will be used to deal with excessive unscheduled absence/tardiness that is not covered under FMLA.

PROPOSED 5.3 ATTENDANCE

CRCPL depends heavily upon its employees and it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. To the extent permitted by law, unexcused absenteeism and tardiness lessen an employee's chances for advancement, and may result in corrective action up to, and including, discharge of employment.

Definitions

Excused Absence: Occurs when a leave request is approved in advance by the employee's supervisor and the employee has sufficient paid/unpaid time off to cover the absence.

Unexcused Absence: Occurs when the absence was not scheduled in advance and/or the employee does not have sufficient paid/unpaid time off available.

Tardy: When employee arrives up to 14 minutes after the scheduled starting time.

Late: When employee arrives more than 15 minutes after the scheduled start time.

Early Departure: When an employee leaves work more than 15 minutes before the scheduled end time.

Occurrence: An attendance occurrence is defined as:

- One unexcused absence;
- Three tardies or;
- Two late or early departures

Unless required by law, regular full-time and regular part-time employees, who have exhausted all of their paid leave, may use up to 5 additional unpaid working days within the calendar year equal to the normal total hours scheduled per week.

Part-time employees may use up to 10 working days as authorized in unpaid absence from work within the calendar year equal to the normal total of hours schedule per week.

Non-medical unpaid absences should only be approved when they do not create a hardship for the library or adversely impact the work unit. Requests for unpaid leave should be made as far in advance as possible.

An employee must personally (unless incapacitated) notify their supervisor or administration if they expect to be late or absent as far in advance as possible but within one hour after the scheduled work time.

Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity the exact nature of an illness need not be divulged. An employee should attempt to provide an estimated arrival time or day of return to work.

Corrective action will begin when all excused absences are exhausted or when an attendance issue or pattern has been identified. Failure to call in, in a timely manner, may result in corrective action. Employees who do not return to work or arrive at the time originally estimated are expected to call in again. Supervisors will track all employees' absences to ensure that absences and tardiness are not excessive.