

HUMAN RESOURCE MANAGEMENT

Attendance

Policy 7-9

Policy

The Department of Children and Families shall ensure that its employees utilize time off only to the extent provided through collective bargaining agreements and federal and state statutes and regulations and that any such time off has been properly authorized. Employee absences shall be reviewed on at least a quarterly basis and excessive absenteeism shall be dealt with through the corrective disciplinary process.

Definitions

Absence means any period of time that an employee would normally be scheduled to work and does not report, regardless of duration.

Excessive absenteeism means absences from work that exceed DCF standards for attendance, excluding absences that have been scheduled in advance and over which the supervisor has discretion to grant or deny (e. g., vacation time, personal leave time), absences authorized by Human Resource Management under the state or federal Family and Medical Leave Acts, absences for jury duty when supported by required documentation from the court, absences covered under Worker's Compensation and any other contractual or statutorily-designated absence that has been properly requested and authorized in accordance with DCF procedures.

Employee Responsibilities

Employees shall

- report for work as scheduled and remain at work through the end of their scheduled shifts, utilizing time off only as granted under their collective bargaining agreements or in accordance with federal and state statutes and regulations;
 - ensure that they have received proper authorization for time off in accordance with DCF policies and provide documentation as required to support absences; and
 - maintain accurate attendance records, recording all absences on their official attendance records and ensuring that absences do not exceed accrued leave balances unless authorized through Human Resource Management for unpaid leave.
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Supervisor Responsibilities

Supervisors shall

- be responsible for granting time off to the extent authorized through collective bargaining agreements and federal and state statutes and regulations, and to the extent that an employee has sufficient leave accruals to cover the requested time off unless unpaid time has been authorized through Human Resource Management; and
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Supervisor Responsibilities

- maintain accurate attendance records for staff in their units and ensure fair and equitable treatment of attendance issues through quarterly reviews of individual employee attendance and adherence to DCF procedures for addressing excessive absenteeism.
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Voluntary Reduction of Hours

Employees, whether part-time or full-time, who wish to reduce their hours shall submit requests to their chain of command through their supervisor. Any such reductions shall be given consideration based on agency needs. Managers shall discuss the possible negative consequences of schedule reductions with their Human Resource representative.

Note: If a schedule reduction is approved, the employee's benefits will be reduced accordingly.

Employees who wish to take individual unpaid leave days under the Voluntary Schedule Reduction Program shall submit requests to their supervisor. VSRP shall not be approved for more than one day per quarter, not to exceed four days per calendar year. Approval shall be based upon operational needs and will not be approved for days when vacation requests have been denied or around holiday periods when requests are traditionally high unless the employee has already been granted vacation or personal leave. Employees who do not have sufficient leave accruals to cover the request shall not be granted VSRP.
