

## **DEPARTMENT OF REHABILITATION SERVICES**

### **NOTIFICATION PROCEDURE for ABSENCES/DELAYS**

#### **EMPLOYEE RESPONSIBILITIES:**

It is the responsibility of each employee to report to work/assignment as scheduled. Employees are expected to report to work/assignment on time, to adhere to the time periods established for break and lunch times and to remain at their work stations/assignment until their regular/scheduled end time.

Each employee is responsible for making allowances for delays which can be reasonably anticipated and should not assume that excused lateness will be granted.

Employees are responsible for keeping track of their leave accruals to ensure that they have sufficient leave time for an absence.

#### **UNSCHEDULED ABSENCES/TARDINESS**

If an employee will be absent or delayed, they must notify their supervisor or designee, within .50 hour of their expected arrival time. All employees are encouraged to provide as much advance notice as possible, especially when substitute coverage needs to be arranged.

Employee should communicate directly with their supervisor no later than .50 hour of the start of their shift, if employee will be absent or delayed. The standard is contact directly with the supervisor by phone, unless other arrangements have been previously made.

If supervisor is unavailable, a designee will be authorized to gather basic information about the nature and duration of the absence/delay. Designee should also obtain a way for the supervisor to contact employee or should confirm a time for employee to call back.

Employee should provide the following information:

- The nature of the absence/delay. (i.e. illness of self or family member, family emergency, vehicle problem) No specific medical information is required.
- Projected duration of the absence/delay.
- What accrued leave employee will request to cover the absence/delay.
- Any work that will need to be covered in employee's absence.
- Upon return, the employee must request the use of accrued leave in accordance with established procedures. The type of leave being requested is to be consistent with the reason for the absence.

In the event of a late arrival, immediately upon arrival to work/assignment, the employee should report, as arranged, directly to his/her supervisor or designee so that the time can be noted and the reasons discussed and documented.

If person calling in is not the employee due to an emergency or the employee is incapable of calling, the employee should be aware that the agency may not authorize the absence (unless and until the employee makes direct contact).

Note regarding FMLA: If employee has an approved FMLA leave, he/she must indicate the absence is FMLA related when they speak with their supervisor.

If the employee expects to be out for three or more days for personal illness or family illness, they should contact Human Resources immediately for information on FMLA.

Employee will be required to provide a Medical Certificate (P33-A) form to Human Resources documenting an absence due to personal illness of five (5) consecutive days or more or in accordance with their applicable collective bargaining agreement and/or State Personnel Regulations. (Note: 5 days is based on a "standard work week", i.e. 35 or 40 hours for most employees).

### **SCHEDULED ABSENCES**

If absence is anticipated, employee must request the use of accrued time by submitting a leave request, in accordance with established procedures, to their immediate supervisor or in the event the supervisor is unavailable their designee. The request must include the following information:

- Date of absence
- Type of leave requested
- Amount of time requested indicating hours away from work
- Reminder: Requests for the use of vacation and compensatory time shall be requested as far in advance as possible, and is subject to agency operating needs.

The supervisor will respond within 3 business days approving or denying the request. If denied, the employee may request the reason for the denial. Employee must have sufficient accruals on the date of the absence for approval to be granted.