

THE MILITARY DEPARTMENT ABSENCE POLICY

All employees are expected to limit the use of Sick Leave to legitimate reasons as prescribed by Collective Bargaining Agreements, State statute and regulations; to report to work on time; To report absences as prescribed by Agency policy; And to perform their duties as regularly scheduled.

Absenteeism shall be defined as “failure to report or to remain at work as scheduled regardless of reason.”

Unauthorized Absence shall be defined as "an employee's failure to report an absence **according to this policy and procedure**, or to otherwise absent them from work without proper authorization.

Outlined below is the procedure to be followed when reporting an absence from work?

- a. All Military Department employees are to notify their immediate supervisor, or, in the supervisor's absence, other appropriate supervisory personnel. Unless an emergency situation dictates otherwise, messages shall not be phoned in by third parties such as friends, relatives, etc., nor be left with secretarial staff, receptionists, or co-workers. **The call to report an absence should be made prior to the beginning of the employee's scheduled reporting time but no later than thirty (30) minutes after the employee's scheduled start time.**
- b. All employees are expected to provide appropriate documentation in support of specific absences covered by sick leave in accordance with State regulations and specific Collective Bargaining Unit agreements.
- c. Failure to comply with this policy and procedure may have a negative impact on service ratings and may lead to the imposition of progressive discipline.