

## GUIDANCE ON ATTENDANCE FOR CLASSIFIED EMPLOYEES

Regular attendance of employees is necessary to accomplish the work of any department or component of the University. Continuity of service coverage and production all rely on the dependability of staff to be at work on a regular basis. Therefore, the following procedure is established for the review of attendance on a quarterly and annual basis:

### 1. Definitions

- A. Absenteeism:** Failure to report to work or to remain at work as scheduled regardless of reason. Please note that this excludes previously approved “non-sick” leave time off (i.e., vacation, personal leave, compensatory leave, military leave, etc.).
- B. Tardiness:** Failure to report for duty at the time scheduled and/or failure to return to duty promptly at any point during their normal schedule.
- C. Unauthorized Leave:** Failure to report an absence of any duration according to University procedure **or** being absent from work without proper authorization. Recorded as “0” time on time reports. A report of “0” time necessitates the docking of pay.
- D. Occasion of Absence:** One continuous period of absence for the same reason and/or period of absenteeism related to a single cause, support by acceptable medical documentation.
- E. Medical Certification:** A document signed by a licensed practitioner or other practitioner whose method of healing is recognized by the State, and acceptable to the appointing authority. These forms can be obtained on the Human Resources website at <https://hr.uconn.edu/hr-forms/>, Medical Certificate Intake Form.

### 2. Standards

Attendance at the level of good or better is a basic performance standard at the University of Connecticut.

### 3. Procedure

The attendance records of all permanent classified staff will be reviewed on a quarterly basis. Records of non-permanent classified employees will be reviewed monthly until permanent status is acquired.

Two or more occasions of sick leave within a three-month period requires that the supervisor and employee meet and discuss the reasons for the absences. Under the guidelines for progressive discipline, this should be considered as counseling. This is not punitive but should serve to advise the employee of the importance placed on dependable attendance while not impacting the employee’s record.

In reviewing the absenteeism, the supervisor will consider the following criteria:

- a. number of days taken
- b. number of occurrences
- c. pattern of usage
- d. employee’s past record
- e. extenuating circumstances
- f. reasons for sick leave

If an employee must have a series of medical or dental appointments to treat a single illness or injury, or as a follow-up to surgery, the employee should first attempt to schedule appointments outside of working hours. If that isn't possible, the series shall be considered one occasion of absence provided that:

1. The employee provides a statement from the physician giving a diagnosis and stating a treatment program is required with an indication of the expected number of visits;
2. Advance notice of the appointments is given to the employee's supervisor.

NOTE: In reviewing an employee's record to determine whether an employee's sick leave use is excessive, the supervisor needs to be consistent with the collective bargaining agreement language.

The attached Chart A is used for quarterly reviews. Chart B reflects the annual evaluation standards and should be considered an extension of the quarterly chart.

Two quarters of fair or unsatisfactory attendance may be cause for issuing a written warning. An employee who has received a written warning and who continues to make excessive use of sick leave may be placed on a medical certificate requirement. (A reasonable amount of time would be if the proceeding quarterly report is fair or unsatisfactory). The purpose of requiring medical documentation is to encourage the employee to seek appropriate treatment for each occasion of illness.

The employee must be notified in writing of such medical certificate requirement. At the point that a person is placed on medical certificate requirement, they should be advised in writing that the use of vacation, holiday, or "T" time will be subject to advance approval requirements as specified in the relevant contracts. The employee will also be advised that they may receive an unsatisfactory evaluation in the area of attendance.

If an employee fails to produce an acceptable\* medical certificate, they shall be charged with unauthorized leave of absence without pay. The employee's attendance record will be reviewed in accordance with the appropriate collective bargaining agreement. This review will be conducted to determine whether the medical certificate requirement should be rescinded.

Following the receipt of an unsatisfactory rating, the supervisor will meet with the employee following each occasion of absence to discuss the reason for the absenteeism. Quarterly evaluations will continue to be done. A single quarter with a fair or unsatisfactory rating may necessitate that another warning letter be sent stating that a second unsatisfactory rating due to poor attendance may result and this will be considered cause for dismissal from employment.

Failure to comply with the standards established for a satisfactory evaluation during any two of any four quarters may result in a second unsatisfactory performance evaluation, and this will be considered cause for dismissal. This does not preclude additional or separate disciplinary action for instances of unauthorized leave, tardiness or fraudulent use of sick time or other cause.

**\* The Department of Human Resources Leave Administrator will determine if the medical certificate is acceptable.**

# CHART A

## FOR QUARTERLY EVALUATION

	# OF DAYS						
#	0	1	2	3	4	5	6
O	0	E					
F	1	V	G	G	G	G	G
O	2		F	U	U	U	U
C	3			U	U	U	U
C	4				U	U	U
A	5					U	U
S	6						U
I							
O							
N							
S							

**CHART B**

**ANNUAL SICK LEAVE USAGE TABLE**

**NUMBER OF DAYS**

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<b>0</b>	E																			
<b>1</b>		E	E	E	E	V	V	V	G	G	G	G	G	G	G	G	G	G	G	G
<b>2</b>		E	E	E	V	V	V	G	G	G	G	G	G	G	G	G	G	G	G	G
<b>3</b>		E	E	V	V	V	G	G	G	G	G	G	G	G	G	G	G	G	G	G
<b>4</b>		E	V	V	V	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
<b>5</b>			V	V	G	G	G	G	G	F	F	F	F	F	F	F	F	F	F	F
<b>6</b>			V	G	G	G	G	G	F	F	F	F	F	F	F	F	F	F	F	F
<b>7</b>			G	G	G	G	G	F	F	F	U	U	U	U	U	U	U	U	U	U
<b>8</b>			G	G	G	G	F	F	F	U	U	U	U	U	U	U	U	U	U	U
<b>9</b>				G	G	F	F	F	U	U	U	U	U	U	U	U	U	U	U	U
<b>10</b>				G	F	F	F	U	U	U	U	U	U	U	U	U	U	U	U	U
<b>11</b>				F	F	F	U	U	U	U	U	U	U	U	U	U	U	U	U	U
<b>12</b>				F	F	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
<b>13</b>					U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
<b>14</b>					U	U	U	U	U	U	U	U	U	U	U	U	U	U		
<b>15</b>					U	U	U	U	U	U	U	U	U	U	U	U	U			
<b>16</b>					U	U	U	U	U	U	U	U	U	U	U	U				
<b>17</b>						U	U	U	U	U	U	U	U	U						
<b>18</b>						U	U	U	U	U	U	U	U	U						
<b>19</b>						U	U	U	U	U	U	U	U	U						