



EMPLOYEE ATTENDANCE POLICY & GUIDELINES

**Connecticut Department of Administrative Services
Melody A. Currey, Commissioner**

DAS ATTENDANCE GUIDELINES

Introduction

Each DAS employee is responsible for maintaining a good attendance record. You are expected to report to work on time, observe the Agency's guidelines for breaks and lunch, and remain at your workstation until the established quitting time.

Sick, Vacation and Personal Leave requests must be made in accordance with these guidelines and any other relevant requirements.

Definitions

- **Absence**. An Absence is any time you are not at work during your scheduled hours, regardless of the reason. However, not all Absences reflect negatively on your record. Only "Occasions of Absence" may.
- **Occasion of Absence**. An "Occasion of Absence" (or "Occasion") is one or more *unscheduled or unapproved* continuous day(s) or partial day(s) of Absence.

Exceptions. The following Absences will *not* be counted as an Occasion:

- Approved Vacation time
 - Personal Leave time
 - Approved Compensatory Time
 - Bereavement Leave (advance notification to your supervisor is required, when possible)
 - Jury duty/Subpoenaed court appearances (court provided document and advance notification to your supervisor is required)
 - Military leave
 - Workers' Compensation time
 - Scheduled and approved Sick time (i.e. surgery, scheduled doctors' appointments)
 - Sick Family time (up to 5 days per year, or as governed by the employee's Union Agreement) (advance notification to your supervisor is required, when possible)
 - Designated and documented leave under the state or federal family & medical leave acts
- **Unscheduled**. Unscheduled means less than one day notice to your direct supervisor.

Guidelines for Occasions

Managers and Human Resources will monitor Occasions of Absence. Human Resources will determine the action to be taken upon the accumulation of a certain number of Occasions within a given time period, taking into consideration the following:

- (1) The number of days taken;
- (2) The number of Occasions;
- (3) The pattern of Absences;
- (4) The employee's past record; and
- (5) The reasons for the Occasions.

Guidelines established through collective bargaining will also be taken into account when considering action.

Note regarding A&R/P-5 Members: Pursuant to an arbitration award and related stipulated agreements, Administrative & Residual union employees (A&R/P-5) have certain important distinctions concerning sick leave use, including:

1. A&R employees may receive a Fair or Unsatisfactory rating in the "Dependability" category of their performance appraisal if:
 - a) They use more than the contractually earned 15 sick days per year with frequent occasions, **or**
 - b) They use less than 15 days but have a clearly identifiable pattern of usage (i.e., Mondays, Fridays, day before or after holiday, etc., **or**
 - c) They use less than 15 days but have repeated or extended occasions of unauthorized leave without pay.
2. If they use less than 15 sick days, and there is no identifiable pattern of usage, no unauthorized leave, or no adverse effect on other aspects of their work, A&R employees **cannot** receive a Fair or Unsatisfactory Service Rating in the "Dependability" category.

Guidelines (continued)

Although the specific action taken in each instance will be determined by Human Resources in its discretion, the chart below illustrates the actions likely to be taken upon the accumulation of a certain number of Occasions within a given time period.

Number of Occasions	Within This Time Period	Action Likely to be Taken
3	3 months	Your attendance record will be reviewed with you to determine contributing problems and possible solutions.
5	6 months	Your attendance record will be reviewed with you to determine contributing problems and possible solutions. This counseling session will be recorded in a written memo, a copy of which will be maintained in your personnel file.
9	12 months	Your attendance record will be reviewed with you to determine contributing problems and possible solutions. This discussion will be documented and a copy will be maintained in your personnel file. An "Unsatisfactory" or "Below Threshold" performance appraisal will be given to you for unsatisfactory attendance and dependability unless you give your supervisor documentation explaining the Occasions to his/her satisfaction. You will also be notified that receiving two "Unsatisfactory" or "Below Threshold" performance appraisals in a row (for poor attendance or any other reason) is just cause for dismissal from State service.

This policy does not prevent DAS from taking separate disciplinary action against employees for other policy violations, including insubordination and fraudulent use of sick and other leave.

Procedures

1. **Pre-schedule All Vacation and Compensatory Time Use**. Vacation leave and use of compensatory time shall be requested as far in advance as possible and is subject to Agency operating needs.
2. **Pre-schedule All Absences**. When possible, you should schedule all Absences (including late arrivals and early departures) in advance with your supervisor. Pre-scheduled and approved use of sick and other types of leave, such as a vacation, a doctor's visit or a funeral, will not be counted as an Occasion of Absence.
3. **Unscheduled Absences**. If it is not possible to pre-schedule an Absence (including a late arrival or early departure), you must:
 - Notify your supervisor within a ½ hour of the start of the work day;
 - Give the reason for the Absence; and
 - Give an estimate of how long the Absence will be.
 - If the Absence is continuous or lengthy, notify your supervisor on a daily basis, or as otherwise required by your supervisor.
 - Refer to the DAS Call-in procedures for more detail.

For each Unscheduled Absence you will be charged with an Occasion of Absence unless the Absence is exempted from the definition of "Occasion."

If you do not notify your supervisor within a ½ hour of the start of the work day, and are unable to provide a reasonable explanation, you will be charged with an Occasion of Absence and you will be charged with unauthorized leave from your scheduled start time until the time you called in.

If you do not contact your supervisor at all to notify him/her that you will be absent for the day (a.k.a. "no call, no show"), you will be charged with an Occasion of Absence and with unauthorized leave for the day. Progressive discipline may be initiated for repeat offenses. Five (5) or more consecutive days of unauthorized leave is grounds for discipline, up to and including dismissal.

4. **Exhaustion of Sick Leave Accruals**. If you are absent because of illness or injury but have exhausted your sick leave accruals, you must:
 - For each Absence, have your physician complete a State Medical Certificate Form explaining the reason for your Absence, and submit the completed form to Human Resources.
 - If you wish to use other accrued leave in place of your exhausted sick leave, you must make such request in writing and submit it to your supervisor or to Human Resources with the completed Medical Certificate Form.

If you fail to follow this procedure, you will be charged with an Occasion of Absence and with unauthorized leave for the day.

If you have exhausted all other accrued leave time in addition to your sick leave time, you will be charged with unauthorized leave for the day.

5. **Extended Leaves**. If you will be absent for an extended period of time because you are sick or injured, you must:

- Obtain a Medical Certificate Form from Human Resources;
- Have the form completed by the treating physician stating the reason for the Absence and your return to work date; and
- Return the form to Human Resources at the time you return to work.

An “extended period of time” is generally five or more days. However, you should refer to your Union Agreement to determine exactly when the requirements regarding Medical Certificate Forms begin.