

ATTENDANCE/ABSENTEEISM

Policy:

- A. It is the policy of the City of Camden to minimize absenteeism and chronic absenteeism.
- B. An employee who has been absent for five (5) or more consecutive working days is required, upon returning to work, to present a note from a licensed physician indicating the nature of the employee's medical condition and any limitations to the Office of Risk Management. Employee absent due to a non-work related illness or injury may be required to undergo a physical examination or functional capacity examination before returning to their regular duties as determined by the Risk Manager.
- Should the return to work date for an employee who has been absent for five or more consecutive working days due to non-work related illness or injury occur on a non-regular workday (i.e., after hours, weekend, holiday), it is the responsibility of that employee to present the Office of Risk Management prior to their scheduled return to work date/time with the appropriate physician's note. Again, the Office of Risk Management will determine whether or not a physical or functional capacity examination is necessary and schedule accordingly.
- C. Unsatisfactory attendance includes but is not limited to, abuse of sick leave, early departures, lateness, or unexcused absences that precede or follow regularly scheduled days off, holidays or sick and vacation leave.

- D. Three unapproved early departures in any two consecutive pay periods, or a total of 8 in a calendar year, regardless of cause, could be considered excessive.
- E. All unauthorized and/or unreported absences shall be considered Absences Without Leave, (AWOL), subject to disciplinary action and the employee shall not be paid for such period of absence. Furthermore absence without leave for five or more consecutive days (unauthorized) shall be grounds for instituting the following disciplinary policy;
- (a) Any employee who is absent from duty for five or more consecutive business days without the approval of his or her supervisor shall be considered to have abandoned his or her position and shall, after Civil Service Commission procedures are followed, be recorded as a Resignation Not in Good Standing.
- (b) Any employee who has not returned to duty for five or more consecutive business days following an approved leave of absence shall be considered to have abandoned his or her position and shall, after Civil Service Commission procedures are followed, be recorded as a Resignation Not in Good Standing.
- F. It is also the policy of the City of Camden that required time clock and/or swiping/signing in/out procedures be utilized as a means to verify attendance and absenteeism. Employees not following established procedures will be subjected to disciplinary action.

G. It is the responsibility of the employee to notify his/her supervisor of any absence. Any employee who does not expect to report for work because of personal illness or for any other reasons shall notify his/her immediate supervisor, by telephone or personal message within one half (½) hour of the regularly scheduled starting time. Failure to provide the required notice of an absence may result in disciplinary action.

In the event there is a conflict between this policy and the Collective Bargaining agreement, the Collective Bargaining Agreement will prevail.

Procedure:

- A. Absences of five or more occurrences in two consecutive pay periods except approved leave other than sick leave, or a pattern of continued absence over a period of time, is considered excessive. Employees exceeding this standard may be subject to disciplinary action as indicated in “E”.
- B. If an employee is absent due to illness for five (5) or more consecutive working days, the employee shall upon returning to work submit a licensed physician’s note indicating the nature of the illness and length of time the employee will be absent.

An employee who has been absent on sick leave for more than 15 days in a calendar year shall have his or her sick leave record reviewed and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year. In cases where an illness is of a chronic or recurring nature

causing recurring absences of one day or less, only one submission of such proof shall be necessary for a period of six months.

- C. Absences of three or more days out of any five consecutive scheduled weekends for employees in City divisions operating on a 24-hour continuous schedule is considered excessive. Employees exceeding this standard shall be sent a letter requiring a doctor's certificate for all subsequent absences.
- D. Each department is to maintain accurate attendance records. These records should be examined regularly to ensure that absenteeism problems do not go unnoticed.
- E. Disciplinary action shall be administered in accordance with progressive Disciplinary Procedure:
 - i. Documented Verbal Warning
 - ii. Warning Letter
 - iii. Minor suspension of five (5) days or under
 - iv. Request to the Personnel Office to process a Major Disciplinary Action form (DPF-31A) arranging an internal hearing where further disciplinary action is sought which can include suspension (greater than 5 days), fine, demotion and/or possible termination.
- F. Prior to any suspensions all disciplinary actions should be reviewed with the Personnel Officer for compliance with the City of Camden procedures.