

Title: **UAFM Absence Guidelines**

Guideline Objective:

This document describes the guidelines for Supervisors to assess and inform **UAFM** employees of excessive absences, and the disciplinary steps which may be taken. This guideline does not apply to legally protected absences under Family Medical Leave.

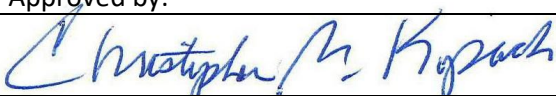
Relevant Regulations, Standards, and ABOR/UofA Policies:

University of Arizona, Classified Staff Policies:

- Vacation, Policy Number 200
- Paid Sick Time, Policy Number 201
- Rules of Conduct, Policy Number 401.0 (Absence)
- Disciplinary Action, Policy Number 403

Guideline Scope:

This Standard Practice Guideline applies to all **UAFM** employees.

		Approved by:	
			
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		Date:	6/2/23

UAFM Absence Guidelines

UAFM Standard Practice Guideline (SPG) Revision and Review History:

Document Number	Rev #	Date	Action
FMSP 30-23		02/18/1991	Original Standard Practice
FMSP 30-23		07/22/2011	Revision
UAFM-SPG-HR-00037.0	00	01/31/2014	Revision and Reformat
UAFM-SPG-HR-00037.0	01	12/02/2019	Changed AD Titles in multiple locations
UAFM-SPG-HR-00037.0	02	6/2/23	Revision

Contents

Guideline Objective:..... 1

 Relevant Regulations, Standards, and ABOR/UofA Policies:1

Guideline Scope: 1

UAFM Standard Practice Guideline (SPG) Revision and Review History: 2

Background / General Information:..... 2

Responsibilities Under This Guideline: 3

Standard Practice Guideline Details: 4

 1 4

 General Considerations:..... 4

 2 4

 Reporting Absences & Tardies: 4

 3 5

 General Excessive Absence Examples:..... 5

 4 5

 Review & Approval:..... 5

Background / General Information:

Regular and reasonable employee attendance is an essential job requirement for all employees.

Excessive absence, tardiness and/or failure to follow departmental notification procedures do not meet the expectations of the University's Human Resource Classified Staff Rules of Conduct, Policy #401.0 or University Staff Standards of Conduct Policy USM #5-107and Facilities Management Absence Guidelines and are subject to disciplinary action.

UAFM Absence Guidelines

Employees in the University Staff classification are employed at-will and have no expectation of continued employment. The University or the employee may terminate the employment relationship at any time, for any reason, except an illegal reason.

Employees who were hired prior to 1/27/2020 and who remain in a Classified Staff position are subject to Disciplinary Action Policy CSM 403.0. The University of Arizona attempts to provide all employees who violate policies or exhibit unsatisfactory job performance an opportunity to comply with university or departmental requirements by means of progressive disciplinary actions.

Excessive absence, tardiness and/or failure to follow departmental notification procedures becomes excessive when it results in failure to perform assigned duties effectively, impairs the work unit and/or adversely affects Facilities Management's ability to accomplish its goals efficiently and effectively.

Whether or not corrective action is appropriate in instances of excessive absenteeism shall be decided on a case-by-case basis, considering such factors as:

- The department's workload requirements
 - Excessive absenteeism that warrants corrective action is primarily based on the employee's past absence record (i.e., absence frequency and total hours). Additional factors that are considered in making such a determination include: Pandemic Related Illnesses
 - FML
- Reasons for the current and previous absences
- Timing and manner of absence notification
- Existence of other recent disciplinary actions

Responsibilities Under This Guideline:

Supervisors are responsible under these guidelines to do the following:

- Maintaining an accurate attendance record for each employee
- Addressing University policy violations and performance issues
- Managing workload and departmental requirements
- Consistently evaluating each employee's attendance during the annual performance evaluation period. Employees will be considered to not meet expectations if they have received progressive discipline at the written warning level or above, in accordance with these guidelines, for attendance issues during the period for which they are being evaluated.
- Recognizing potential eligibility for leaves or accommodations and referring the employee appropriately

Employees are responsible under these guidelines to do the following:

- Working their scheduled shifts without excessive absences or tardies
- Obtaining written approval for pre-planned sick and vacation leave
- Calling-in to inform their supervisor when they will be absent or tardy
- Following through on referrals for potential leave or accommodations

UAFM Absence Guidelines**Standard Practice Guideline Details:****1 General Considerations:**

- 1.1 The University provides sick time to allow an eligible employee paid time off during periods of personal illness, to obtain healthcare services or to care for an immediate family member or member of the established household who is ill or needs healthcare services.
- 1.2 Preplanned sick-leave is defined as authorized time away from work when there has been advanced notice given to the employee's supervisor, and the supervisor has approved the time away. Preplanned sick-leave is not subject to corrective actions.
- 1.3 Pre-planned sick should be treated like vacation. If employee has accrued hours, Supervisor should do all possible to approve requests. Generally, 1-3 days of preplanned sick leave can be approved. A request exceeding 3 days may qualify for FML or other approved leave. Pre-planned sick coding cannot be used for same day call-ins. See Call in procedure below. Employees will not be subject to disciplinary action for pre-planned sick days.
- 1.4 Vacation may only be used when an employee has obtained prior written approval from their supervisor. (ex. Vacation cannot be used in-lieu of sick or absent coding)
- 1.5 Pre-planned sick should be treated similar to vacation. If employee has hours Supervisor should do all possible to approve requests. 1-3 days can be approved. Anything longer will be subject to FML guidelines. Pre-planned sick coding cannot be used for same day call-ins. See Call in procedure below. Employees will not be subject to disciplinary action for pre-planned sick days.

2 Reporting Absences & Tardies:

- 2.1 Employees shall use their shop's established call-in procedure. If a shop does not have a specific call-in procedure, then each individual employee shall notify their Supervisor (or designated individual or phone number) as soon as possible, but at least 15 minutes before the beginning of their work shift, when they are unable to work.
- 2.2 If no one answers, the employee shall leave a message stating their name and the nature of their absence or nature of their late arrival and their planned arrival time.
- 2.3 The employee shall not have anyone else call in for them except in a situation when they are physically unable to do so themselves. An employee may not be granted sick leave if they do not follow proper call-in procedures.
- 2.4 Time records for employees who call in after the start of their shift shall reflect unpaid absence up to the time at which they call.
- 2.5 Vacation may only be used when an employee has obtained prior written approval from their supervisor. (ex. Vacation cannot be used in-lieu of sick or absent coding)

UAFM Absence Guidelines

3 General Excessive Absence Examples:

3.1

Verbal Warning (with written summary to employee)	24 hours within 90 days 3 full shift absences within 90 days Circumstances surrounding consecutive absences may be considered (i.e. consecutive days for same reason) or patterns that specifically impact operations (days surrounding weekends, holiday, and large campus events)
Written Warning	48 hours within 180 days 6 full shift absences within 180 days (6 months) Circumstances surrounding consecutive absences may be considered (i.e. consecutive days for same reason) or patterns that specifically impact operations (days surrounding weekends, holiday, and large campus events) 1 day of no-call/no-show
Further disciplinary action up to and including termination of employment	Based on policy and review of circumstances
Job Abandonment	Three consecutive days of no-call/no-show may be considered job abandonment with the conclusion that an employee has voluntarily resigned from their employment.

4 Review & Approval:

4.1

To ensure consistency of application within **UAFM**, no corrective action shall be taken by any Supervisor, Facilities Manager or Director until the **UAFM** Human Resources, and the Associate Vice President have been consulted. Each **UAFM** Director/Assistant Director responsible for a service unit will periodically review each employee’s attendance record.