

Title: EMPLOYEE ABSENTEEISM

Code: CC1701

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Policy Reference: C0505, Nonrepresented Employee Contracts

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Regular attendance of employees at work is essential for the effective scheduling and completion of work.

Absence is the failure of employees to be at their work assignments during their regularly scheduled hours.

An excused absence from work may be prearranged with the approval of the supervisor or it may be due to an unforeseen need or problem that requires being away from the job. Employees are to notify their immediate supervisors of all absences.

Unexcused absence is being absent from work without leave or proper authorization. It is grounds for disciplinary action unless the employee can show cause that failure to be at work and failure to notify the supervisor was reasonable.

The immediate supervisor will maintain general absence records for all his/her employees and is responsible for reviewing work area attendance daily and maintaining appropriate records and reports for enforcing attendance requirements.

Excessive or willful absenteeism from work will be subject to discipline, including possible discharge.

A. Reporting Absences from MATC

1. When the need for being absent is known in advance, employees must notify their supervisor as far in advance as possible.
2. When employees find that they cannot report for work, they must notify the supervisor before their starting time.
  - a. Employees must communicate to their supervisor personally or to the supervisor's designee.
  - b. Employees must give specific reasons for their absence (which the supervisor will record) and indicate when they expect to return.

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Approving Authority:Albert Crusoe  
Associate Vice President, Human Resources

Date: 8/15/94

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3. When employees return to work, they must complete the appropriate absence form and submit it to their supervisor. For illness or injury-related absences of four or more consecutive workdays, a medical statement from a physician is required unless waived by the immediate supervisor after a satisfactory explanation. The medical statement should include the nature of the illness or injury and the dates employee was unable to perform normal duties.
  - a. Supervisors must attach, when applicable, any medical or other documentation to the absence forms.
  - b. Supervisors must determine if the employee meets all of the conditions for absences with pay, prior to taking any action concerning entitlement.
  - c. MATC may require further substantiation of reasons for absences, including further medical documentation where appropriate.
- B. Reporting Unusual Absences from Work Area
  1. When there is a need for employees to be absent from their work area for unusual reasons, they must obtain prior approval from their supervisor or designee.
  2. Supervisors must determine if the nature of the request justifies approval with pay, approval without pay, or denial.
- B. Reviewing and Controlling Absenteeism from MATC
  1. Supervisors have the responsibility to review daily the absences occurring in their departments, paying particular attention to the reasons for absences and the employee's past absence record. The review should include unusual or excessive absences from the work area such as extended break times, extended lunch periods, or early departures.
  2. Problem cases will be brought to the attention of the division head or designee by the supervisor for review and determination of appropriate course of action.

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3. Employees with excessive or willful absenteeism, as identified by the immediate supervisor, will normally be subject to the following progression of disciplinary steps:
  - a. Verbal warning
  - b. Written warning
  
4. Employees who have received verbal and written warnings and continue to have absences will be subjected to the following disciplinary steps:
  - a. Suspension
  - b. Discharge
  
5. Depending upon the individual circumstances, disciplinary steps can be eliminated or repeated. For example, absences without leave for five consecutive workdays may be cause for immediate discharge.

Supervisors should work with their division head and Human Resources when suspension or discharge is recommended.

Office of Responsibility: Human Resources