

**GRCC – Human Resources
Work Instruction/Departmental Procedure**

Date: September 27, 2017

Subject: Procedures for excessive absenteeism

Employee Groups Affected: APSS, Campus Police, CEBA and Meet & Confer employees

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Approved by Executive Leaders, September 2017

Related Documents: Disciplinary proceedings will comply with all collective bargaining agreement requirements.

Purpose: This document will provide guidelines to human resources, supervisors and employees regarding excessive absenteeism.

Procedure:

Note: Communication for this document: This procedure document was provided to union leaders and supervisors via email. The procedure will be distributed via GRCC Today in mid-October for all employees. The procedure will be located in the S drive/public/College Information/Human Resources. The procedure will be placed on the Human Resources website.

Excessive Absenteeism

We recognize the need for employees to be absent from work due to vacation, illness or the need to take care of personal business during the normal workday. We instituted paid time off (PTO – including vacation, sick leave, bereavement, and personal leave) to provide for these needs as they arise. Employees also may qualify for a leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, workers' compensation injury or military and/or National Guard duty, jury duty, VTO, conferences and holiday shutdown. Having provided for these situations, it is important to remember that excessive absenteeism causes the burden of filling in for the absent employee to fall on other employees within the College.

Employees who are absent from work and who are not on an approved leave of absence without pay or using approved paid time off, will be subject to discipline through the Corrective Action Process.

Employees may also be subject to discipline if they have PTO for absences but repeatedly fail to make appropriate arrangements for the continuation of their work during these absences causing disruption to the department and placing a burden on other employees.

Unexcused Absence: Any absence

- If the employee does not have sufficient PTO to be paid for the absence. For non-exempt (hourly) employees, “unexcused absences” include reporting less than your regularly scheduled work hours on a single work day without PTO to cover the time you were absent from your scheduled work day.
- Which has not been approved in advance as unpaid leave or
- Which was denied in advance by a supervisor regardless of whether the employee has sufficient PTO.

The following corrective action steps will normally be taken each time an unexcused absence occurs:

First Incident	Record of Conversation
Second Incident	First Written Warning
Third Incident	Final Written Warning
Fourth Incident	Termination

Two consecutive days of unexcused absence for the same reason will be treated as one occurrence. If an employee is absent for more than two consecutive days, he/she must bring a doctor’s note in order for more than two consecutive days of absence to be counted as one occurrence.

If at any time an employee corrects his/her excessive absence problem and has no unexcused absences during a twelve - month period, corrective action, if it becomes necessary again, will begin with a Record of Conversation.

The College reserves the right to take additional corrective action if an unexcused absence is coupled with other misconduct or neglect of duty.

Probationary employees:

If an employee who has been with GRCC less than 90 days has an unexcused absence, he/she will be issued a Final Written Warning for that absence. If an unexcused absence occurs again within his/her first 90 days of employment, the employee will be terminated. If the new employee has no further incidences during his/her first 90 days of employment, the Final Written Warning will revert to a Record of Conversation.

Special Circumstances:

Periodically, special circumstances will occur that warrant an employee being excused from work without sufficient PTO to cover the absence. To ensure consistency and fairness throughout the College, these types of requests require the approval of the Executive Director of Human Resources.

Patterns of Absenteeism:

Occasionally, an employee will exhibit a pattern of absenteeism that must be corrected despite having sufficient PTO to cover those absences (i.e., consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation). Such cases should be reviewed with the Executive Director of Human Resources before issuing any corrective action.

Notice of Absence:

An employee who is going to be absent is responsible for notifying his/her supervisor as soon as possible, regardless of whether the employee has sufficient PTO to cover the absence. An employee who is absent and fails to notify his/her supervisor will be subject to corrective action for failure to notify. An employee who has been absent three consecutive days without calling to speak with his/her supervisor will be considered to have voluntarily resigned (unless the employee was unable to call because of a documented emergency which rendered the employee unable to communicate).

Supervisors:

To ensure consistent and fair treatment of employees, supervisors may not provide approval for unpaid time off without first consulting with the Human Resources generalist responsible for that employee group.

Work Schedule:

Positions at GRCC are posted and offered with established hours. Hours are established based on workload, workflow, student/customer service needs, and any applicable law. Posted work schedules for non-exempt employees cannot be altered without prior approval from Human Resources. If employees must be absent from work during their scheduled hours, they are required to report their time as leave time (i.e. sick, vacation, personal business or VTO leave time).