

Attendance Policy and Guidelines

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In order to consistently record and control attendance, the City of Vicksburg (COV) shall adhere to the following Attendance and Punctuality Policy. Employees must make every effort to be on the job when scheduled for work and arrive to work on time. When employees miss work, it places a burden on supervisors and co-workers.

Calling Out/In-Late

If for any reason employees are unable to report to work or will be late, employees are expected to notify his/her immediate supervisor at least two hours prior to scheduled time to report to work, if possible. Employees must call his/her supervisor's office phone and or work cellular phone, if there is no answer, employees must leave voice messages (or text if calling a cellular phone). No one other than employees should call in, unless in the case of extreme circumstances, whereas employees are incapacitated and cannot speak for themselves. *This section amends Administration and Control Procedures, Section 7.4 (c)(i)(ii), of the COV's Rules and Regulations. (See Scheduled Absences).*

Employees will call at the beginning of each work day that he/she will be out, due to his/her continued illness, until FMLA paperwork is completed. *(Contact the Benefits Coordinator for a more in depth explanation at (601) 631-3763 or email HR@VICKSBURG.ORG).*

Example: X calls on Monday that X is ill. X calls on Tuesday that X is ill. X calls on Wednesday that X is ill.

The definitions of various absences and tardy unexcused absences are as follows:

Absence

Supervisors are required to report ALL absences. Illnesses for employees or time off for family illnesses will be counted as an absence, unless it is certified as Family Medical Leave (FMLA) or covered under one of the following City Policies:

- Worker's Compensation
- Military Leave
- Bereavement Leave
- Civil Leave (Jury Duty)
- Personal Leave
- Sick Leave
- Discretionary Leave

Hourly (Non- Exempt) - A period of time equaling at least four and one-half (4.5) hours of a scheduled work day, where no time is worked.

Salary (Exempt) – Exempt employees cannot be penalized for not working a full work day, though his/her leave may be chargeable. An exempt employee may be penalized for serious disciplinary actions, not inclusive of attendance or work performance, and “docked” for family and medical absences of less than one full day or longer without affecting his/her status, but only in situations where the COV is required to provide leave under FMLA.

Scheduled Absence (SA)

A scheduled absence is an absence that has been requested and approved forty-eight (48) hours in advance. This includes the following, but not limited to: personal; sick (scheduled appointments); Military Leave; or Civil Leave (Jury Duty). There are circumstances when an absence may be approved, but not requested in advance. These absences shall be presented to the Human Resources Director for approval or disapproval. Employees who are eligible and have completed FMLA paperwork and that paperwork is approved for FMLA Leave will not receive an unexcused absence(s) for the absent date(s) stated on his/her FMLA paperwork. *Exception: In the case of Intermittent Leave...* Employees must contact his/her Supervisor each day that intermittent leave is taken. Where Intermittent Leave can be scheduled, employees shall follow the forty-eight (48) hour request rule. Failure to do so will result in an unexcused absence for that day.

FMLA Leave is a United States labor law requiring covered employers to provide employees with job-protected and unpaid **leave** for qualified medical and family reasons. Employees have the option to require employees to use his/her paid leave. The COV has chosen this option.

Intermittent Leave is FMLA leave taken in separate blocks of time due to a single qualifying reason.

Reduced Leave Schedule is an FMLA leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday.

Unscheduled/Unexcused Absence (USA)

An unscheduled/unexcused absence is an absence that has not been approved prior to the employee taking off. Employees are responsible for contacting his/her supervisors, at least two hours, prior to his/her shift is to begin. Some doctor's appointments may be considered a USA, even if the employee has a doctor's excuse. It will depend on whether the doctor's appointment was emergent and or if the employee had ample time to request approval in the requisite amount of time. Such determination will be made by the Human Resources Director.

Public Works specific: If the employee is to be at a specific location at a certain time, due to transportation purposes, and he/she arrives after that mode of transportation has left the premises, that employee will punch out and the remaining time of that work day will be considered an unexcused absence. If a crewmember is aware that one of its crewmembers is not present at the time transportation is to leave the yard, the foreman will wait for a maximum of six (6) minutes, as a grace period, to that tardy crewmember.

No Call/No Show

A no call/no show absence is an absence that has not been requested, at any time, prior to the start of an employees' shift and at least half of the work day has expired, without a call from the employee. A No Call/No Show also encompass events where the employee calls in and reports that he/she will be late for work, but does not report for his/her shift.

One half of the work day, for this definition, means at least four and one-half (4.5) hours after the scheduled shift is to begin.

Tardiness

A tardy occurs after employees punch in after his/her scheduled time to report to work. Employees are given a six (6) minute grace period. Therefore, employees are tardy if he/she punches in seven (7) minutes after his/her scheduled time to report. A tardy is also given for returning from lunch later than the start of the scheduled return time, with the same six (6) minute grace period.

Example: X's schedule is 7:00am – 4:00pm. X punches in at 7:04 and is not tardy. X punches in at 7:07am and is tardy.

Three (3) tardies within a pay period shall equal one (1) Unexcused Absence.

Disciplinary Action for Tardies:

3 Tardies	Coaching
6 Tardies	Verbal Warning
9 Tardies	Letter to File
12 Tardies	Written Warning
15 Tardies	Final Warning
18 Tardies	Three (3) Day Suspension

Employees will be subject to termination, if he/she receives, at least, ten (10) tardies after he/she received a three (3) day suspension.

Repeated/Excessive Tardiness

Nine (9) or more tardies within a thirty (30) day period are considered repeated and excessive.

Leaving Early

Employees leaving work before the end of his/her shift, if not approved in writing prior to, shall equal one (1) absence.

- Leaving work *after* working at least half of the scheduled shift

One half of the work day, for this definition, means at least four and one-half (4.5) hours on an eight (8) hour schedule.

Absence on Denied Day Off

Employees that request leave and that leave is denied, will receive an unexcused absence, subject to additional disciplinary action.

Pattern Absences (Excused or Unexcused)

A pattern absence is a minimum of three (3) absences of a similar nature, such as, but not limited to: during payday periods; congruent to weekends; or during a holiday within a three (3) month period. These absences will be addressed accordingly.

A pattern absence will be considered after at least, three (3) similar natured absences occur.

All leave must be requested in writing on the proper form document. (See attached)

All unexcused absences are accumulated on a twelve (12) month period. A twelve (12) month period is the twelve months preceding the unexcused absence or the current date *NOT* the calendar year.

New Employees (up to the end of the 6th month of employment)

Any absence during the new employee probationary period is unexcused.
Exceptions to this rule will be submitted to the Human Resources Director, or designee, for approval.

1 Unexcused Absence	Verbal Warning
2 Unexcused Absences	2 Day Suspension
3 Unexcused Absences	Termination

All Other Employees (after 6 months of employment)

1 Unexcused Absence	Verbal Warning
2 Unexcused Absences	Written Warning
3 Unexcused Absences	2 Day Suspension
4 Unexcused Absences	5 Day Suspension
5 Unexcused Absences	Termination

This policy follows the COV's Disciplinary Rules

Department Heads and Supervisors are responsible for monitoring and Division Heads are responsible for enforcing this policy.

This policy supercedes the Attendance Guidelines under Personnel Rules and Regulations revision November 25, 2008.

Effective the _____ day of _____ 2018

George Flaggs, Jr.

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