

Attendance

The success of Facilities Services in fulfilling its mission is dependent upon regular and punctual attendance of staff members. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Staff members are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum. Supervisors and managers are responsible for distributing these guidelines to all current staff members.

The attendance expectations outlined here apply to all classified, contract-classified, professional, temporary, and probationary staff. Temporary and professional staff is employed at will and nothing in these guidelines creates a contract or promise that alters the "at will" status of these employees.

Failure to maintain satisfactory attendance, and/or failure to report unscheduled absences in accordance with departmental requirements, are performance problems and may result in corrective action, up to and including dismissal.

Unscheduled or Unauthorized Absences

Notice

Employees who do not report to work as scheduled must notify the employer in accordance with departmental procedures. The central point of contact is the employee's supervisor, unless the employee is formally notified of another central point of contact.

Excessive Absenteeism

Staff members are expected to keep unscheduled absences to a minimum. Unscheduled absences are any unplanned absence excluding the following exceptions:

Single extended illness

- Serious medical conditions and other absences covered by the [Family and Medical Leave Act](#)
- In-patient hospitalizations
- [Death of a family or household member](#)
- Authorized absence due to job-related injury or illness
- Authorized leave of absence
- Pre-authorized and emergency medical/dental appointments
- Pre-authorized holidays and vacations
- Civil duty leave
- [Military leave](#)
- Mandated leave following exposure to contagious disease
- Disciplinary suspension days
- Suspended Operations/Inclement Weather

- [Disability leave](#)
- Any use of paid time to care for a spouse, parent, parent-in-law, or grandparent who has a serious health or emergency condition, in accordance with applicable law
- Any use of paid time to care for a child who has a serious health condition that requires treatment or supervision
- Leave use resulting from a childcare emergency as authorized by University policy, or by applicable collective bargaining agreement(s) and/or civil service regulation.
- Leave provided under applicable collective bargaining agreements.

Documentation may be required from the employee to determine if an absence falls into one of these categories. Repeated or excessive unscheduled and/or unauthorized absences, or failure to follow departmental procedures for reporting absences, may be grounds for corrective action, up to and including dismissal.

Sick Leave

Sick leave is a benefit provided to employees to cover wages during absences in accordance with [University of Washington leave policies](#). Sick leave may only be used for these specified purposes, many of which are included in the list of exceptions set forth above. Fraudulent use of sick leave is grounds for corrective action up to and including dismissal.

Verification of the appropriateness of sick leave use may be required. Failure to provide requested verification may cause the absence to be considered "unauthorized" and therefore may be grounds for corrective action. A request for verification related to sick leave is not discipline. Submission of altered or falsified documentation is grounds for dismissal.

Annual Leave, Compensatory Time, Leave Without Pay

If an employee calls in sick and does not have accrued sick leave available, leave without pay will be substituted unless the employee requests and the supervisor approves use of other appropriately applied paid leave for the absence.

Supervisors retain the discretion to approve or deny use of annual leave, compensatory time, and leave without pay for unscheduled absences. Supervisory approval of application of paid leave for an unscheduled absence does not mean the absence is authorized. Excessive unscheduled absences are not acceptable whether or not accrued leave is available.

Supervisors are expected to discuss attendance expectations with staff and take appropriate action, including formal corrective action if needed, when unscheduled or unauthorized absences are excessive, when patterns of use suggest possible abuse of sick leave, or when an employee fails to follow departmental procedures for reporting absences.

Lateness

Staff members are expected to report to work and return from breaks as scheduled. Each employee is expected to know and adhere to his/her schedule and supervisors are expected to measure compliance. Lateness is defined as arrival at the work site after the designated start time or the end of designated break time. Employees who expect to be late are expected to contact their supervisors in accordance with the department's reporting procedures.

Employees who are late will not be paid for time absent. Repeated, excessive occurrences of lateness, or failure to follow departmental procedures for reporting lateness, may be grounds for corrective action.

Absence without Notification

Barring extraordinary circumstances, being absent without notification is neglect of duty and a violation of Facilities Services procedures. For the first occurrence of up to 2 days, employees will not be paid for time absent and corrective action may be taken. For a second occurrence, or for an unauthorized and unreported absence that exceeds two days, an employee may expect to be dismissed.

Guidelines for Supervisors

Facilities Services supervisors are expected to monitor the attendance records of all employees in their units and to address attendance and punctuality problems, including excessive unscheduled absences, failures to report absences according to departmental procedures, and tardiness.

Supervisors are expected to

1. Know, understand and uphold the standards set forth in the Facilities Services Attendance Expectations.
2. Communicate, in writing, the unit's specific expectations and standards about
 - how to report unexpected absences (due to illness, for instance). Include who they are to call (usually the supervisor), when, and a back-up plan for those instances when the contact person cannot be reached, and
 - what it means to be "on time" at the beginning of the shift or after break. Where are they to be? Are they required to report in to someone?
3. Monitor attendance of all staff. This will require ongoing awareness as well as a periodic review of the attendance patterns of all staff. Take note of:
 - frequent unscheduled absences
 - unscheduled absences adjacent to weekends, holidays, scheduled vacations

- sick leave used as quickly as it is accrued
 - exhaustion of sick leave resulting in leave without pay
4. Take appropriate action to address and correct problems with staff under their supervision
- Seek expert assistance as needed to ensure protection of an employee's rights to use leave time as provided by law.
 - Contact the Human Resources Consultant for assistance in assessing and planning a course of action to address an employee attendance problem as soon as it is apparent that an attendance problem exists.
 - Discuss attendance expectations with staff and take appropriate action, including formal corrective action if needed, when absences become a concern, or when an employee fails to follow departmental procedures for reporting absences.

For information about University of Washington leave policies and procedures, see the UW Web page on [Employee Leave Information](#) and the Facilities Services procedures for [Leave Requests](#).

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