

**OFFICE OF ADMINISTRATION & FINANCE
ADMINISTRATIVE MEMORANDUM**



DATE:

NUMBER: HR-01

TITLE: Attendance

PURPOSE

The purpose is to establish an attendance policy, provide annual, sick and personal leave definitions, and establish administrative guidelines consistent with collective bargaining agreements and State System policy.

SCOPE

This policy applies to management, administrative and support staff employees of East Stroudsburg University of Pennsylvania.

POLICY

Each employee is an essential component of the University. The University's leave allowances permit ample time off for leisure, family, and personal business, as well as for periods of employee or family illness or disability. In all other cases, employees are expected to report for work on time as scheduled.

Regardless of the reason for absence, and regardless of leave allowances available, repeated and excessive absenteeism may subject the user to disciplinary action. Poor attendance adversely impacts the efficient operation of departments, and places an unfair burden on fellow employees. As such, personal business obligations and commitments should be planned to not conflict with work schedules.

It is also expected that all staff members will adhere to their arrival times, and return from meals and breaks promptly. Those who are habitually tardy may be subject to disciplinary action.

Supervisors, in conjunction with the Office of Human Resource Management, will monitor leave records. Factors that are monitored include frequency, reasons, and total time lost because of absences, tardiness and early departures.

All leave must be reported on a "Request for Leave" (STD 330) form and approved by the immediate supervisor.

It is each employee's responsibility to keep track of available leave balances. Usage and balances are included on the bi-weekly pay statement. The Office of Resource Management will provide tools to aid in that record keeping.

Leave is to be accumulated, requested, used, and recorded to the nearest quarter hour. If an employee is less than 15 minutes tardy, the time must be accumulated and recorded when a quarter-hour increment is reached.

For information on absences and tardiness because of inclement weather, employees should refer to the Inclement Weather Policy.

For a greater degree of specificity, administrative and support staff employees should refer to their appropriate collective bargaining agreement. Management employees should refer to the management leave program guidelines as outlined by the State System of Higher Education.

A. ANNUAL LEAVE

Annual (vacation) leave is time away from the job with compensation. It is given to provide time to rest and relax during the course of a year's work.

Annual leave begins to accrue with the first day of work, but is not available for use until the employee has completed 30 days of service. Annual leave requests must be submitted in writing and approved through the appropriate supervisor prior to use. An absence that is not scheduled and approved in advance may be cause for disciplinary action.

The University anticipates that employees will be able to take vacation at their convenience. Should conflicts arise, however, management reserves the right to approve all vacation requests based upon maintenance of efficient operations. A supervisor's decision whether to approve leave should be based on operational requirements and the employee's leave balances. If management must limit the number of employees on vacation at the same time, the employee with the most seniority (based upon years of service) will be given first consideration.

1. Excess Annual Leave

Unused, earned annual leave may be accumulated and carried forward from one calendar year to the next provided that the amount carried over does not exceed the maximum amount specified per bargaining unit. If an employee is required to work on the requested annual leave day and is unable to reschedule this day during the calendar year because of work demands, the calendar year will be extended for seven pay periods for scheduling purposes.

If an employee is in excess of 337.50 hours prior to the start of the seven pay period extension, he/she will have the extension period in which to utilize the unused annual leave or it will automatically be converted to sick leave up to the maximum accumulation permitted.

2. Payment of Earned Unused Annual Leave

Earned annual leave is subject to payment in full upon separation of employment.

B. SICK LEAVE

Sick leave is time away from the job with compensation. The university provides it so that an employee's salary may continue during periods of bona fide sickness, off-the-job injury, and other family illness. Sick leave begins to accrue with the first day of work, but is not available for use until the employee has completed 30 days of service. Sick leave will be earned based on a schedule prescribed for your bargaining unit.

Sick leave shall be granted when, because of personal illness or off-the-job injury, employees are

unable to perform their assigned duties. Employees are responsible for reporting their illness or injury to their supervisor approximately 30 minutes prior to their starting time. If you are unable to speak with someone, a voice mail message on the supervisor's extension is an acceptable means of notification. (For information on sick absence resulting from an on-the-job injury, refer to the University's Worker's Compensation Policy.)

Upon retirement, the university will pay individuals a portion of unused sick leave consistent with the respective collective bargaining agreements. The excessive use of such leave prior to separation is unacceptable.

Employees are responsible for reporting their need for sick leave on a daily basis. Employees who received pre-approved sick leave for an extended period due to unique circumstances (i.e. outpatient surgery, hospitalization, doctor's request, etc.) are not required to call in each day for the approved time period. If the approved time period must be extended, the employee is responsible for notifying his/her supervisor immediately.

If employees call to inform their supervisor that they will be reporting for work late, and fail to arrive by the time originally stated, an additional call or explanation is required.

A doctor's certificate is required if the employee is sick and absent three or more consecutive scheduled workdays. The University reserves the right to require a doctor's certificate where there is reason to believe that the employee has been abusing the sick leave privilege.

Paid sick leave may not be used for vacation or other similar purposes.

Sick leave may be granted for an employee's routine appointment with a physician, dentist, hospital, or optometrist, provided it is not possible for the employee to schedule the appointment on his/her own time. The request for such time off shall be made as far in advance as possible. Routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to the job as soon as the appointment is completed.

When an employee is required to be absent from work because of the serious illness of a member of the employee's immediate family, sick family leave is to be used. Management reserves the right to request proof of family sickness if there is reason to believe an employee has been abusing the sick family leave privilege. For additional information, employees can refer to the Family and Medical Act of 1993 (FMLA).

Sick bereavement leave is to be used as time off for a death in the family. The specific number of days allowable varies depending upon the relationship of the employee to the deceased.

Each supervisor is responsible for reviewing the use of sick leave by each employee under his/her supervision. Employees shall be held strictly accountable for leave requests concerning sick leave. Misrepresentation shall subject the employee to disciplinary action.

1. Excess Sick Leave

Earned unused sick leave may be accumulated and carried forward from one calendar year to the next provided the amount carried over does not exceed the maximum amount allowable.

2. Payment of Earned Unused Sick Leave

Payment for earned unused sick leave is available for employees who meet certain retirement criteria. Refer to bargaining unit contracts for specific payment schedules.

C. PERSONAL LEAVE

Personal leave is time away from the job with compensation for personal reasons. Personal leave shall be scheduled and granted per the employee's request, subject to management's ability to maintain efficient operations.

1. Carryover

Earned unused personal leave shall not be carried over from one calendar year to the next. If an employee is required to work on the requested personal leave day and is unable to reschedule this day during the calendar year due to work demands, the calendar year will be extended for seven pay periods for scheduling purposes.

2. Payment of Earned Unused Personal Leave

Personal leave earned is subject to payment in full upon separation of employment.

D. OTHER

For other types of leave such as civil leave, military leave, parental leave, and leaves of absences without pay, employees should contact the Office of Human Resource Management.