

Supervisor's Absentee Record for _____

Revised: 11/1/2014

A. General

Punctual and regular attendance is an essential responsibility of each employee at Goshen College. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the organization.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the college and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated their employment relationship.

B. Absence

Absence is the failure of an employee to report for work when the employee is scheduled to work. The goal for absences is no more than 2.0% absentee rate and/or 5 occurrences in a rolling 12-month period measured backwards from the date of absence when determining goal achievement.

An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy. The absentee rate is determined by dividing the total hours absent by total hours worked during the 12-month period measured backwards.

1. An Excused Absence occurs when all four of the following conditions are met:
 - i) the employee provides sufficient notice to his or her supervisor,
 - ii) the reason is found credible or acceptable by his or her supervisor (see #2 below),
 - iii) such absence request is approved by his or her supervisor, and
 - iv) the employee has sufficient accrued paid time off (PTO) benefits such as sick time and vacation to cover such absence.

Employees must take earned PTO time for every absence unless otherwise allowed by policy (e.g. Leave of Absence policy, Bereavement policy, Jury Duty, etc.). Goshen College uses a rolling 12-month period measured backwards from the date of absence when determining an excessive amount of workplace absences.

2. Unexcused Absence occurs when one of the four conditions in (B)(1) is not met. If it is necessary for the employee to be absent or late for work because of sudden illness or an emergency, the employee must notify their supervisor no later than 30 minutes after the employee's scheduled starting time on that same day. If the employee is unable to call, someone else can make the call.

3. Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act

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(FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Employees who have three (3) consecutive days of absences because of illness or injury must give their supervisor a written notification from a medical provider stating they can return to work. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying (a) the nature of the illness or injury; (b) if and when the employee will be able to return to work, if applicable; and (c) whether the employee is capable of performing their regularly scheduled duties, and if not, what duties the employee is capable of performing. The employee is responsible for providing Human Resources with the above-described medical provider documentation. Without an acceptable excuse, the employee may be subject to immediate termination.

C. Tardiness

Employees are expected to report to work on time. If the employee cannot report to work as scheduled, the employee should notify their Supervisor no later than 30 minutes after their regular starting time. This notification does not excuse the tardiness but simply notifies the Supervisor that a schedule change may be necessary.

D. Corrective Action

Failure to meet and maintain the expectations for attendance will result in corrective action , up to and including termination.