

# Facilities Operations Attendance & Leave Policy

**Revised: n/a**

**FacOps/PPS No. 04.04.01**

**Issue No. 1**

**Reviewer: Assistant Director, Facilities Operations**

**Effective Date: 3/1/2016 (ENY)**

**Review Date: 3/18**

## **01. POLICY STATEMENT**

01.01 The purpose of this Facilities Operations (FacOps) Policies and Procedures Statement (PPS) is to expand and clarify expectations for attendance and supervisor notification of an unanticipated absence by all Facilities Operations employees. It further establishes and clarifies expectations for accrual, management, and use of leave balances by all Facilities Operations employees.

## **02. DEFINITIONS**

02.01 Facilities, as a department, is defined as an “essential” operational University office in UPPS 04.04.01, section 03.02. UPPS 05.04.02, section 02.04.f., delegates responsibility to each vice president to generate and regularly update a division Policies and Procedures Statement (PPS) that defines essential personnel to the university. VPFSS has delegated the responsibility of designating and assembling the necessary crews and equipment for weather or emergency situations in FSS/PPS 05.04.01, section 03.02. Consequently, the Director of Facilities Operations has determined that personnel in the following shops are “essential personnel”:

- a. A/C
- b. Electrical
- c. Facilities Maintenance (excluding sign fabricators)
- d. Plumbing
- e. Structures (excluding painters)

02.02 DEFINITIONS for Leave are as stated in UPPS 04.04.30.

## **03. ATTENDANCE EXPECTATIONS:**

03.01 Attendance:

- a. Attendance is determined by “assigned shift” and not “day” of the week. The “day” does not matter; the “assigned shift” must either be worked or some type of leave used to cover the absence (unless the shift falls on an official University holiday).

### 03.02 Absence Thresholds:

- a. Unexcused Absences: All leave, other than sick leave, must be authorized 24 hours in advance by the employee's supervisor. This policy also applies in situations when employees arrive after their shift begins (tardy), as well as leaving work before his/her scheduled shift ends. Failure to secure approval in advance of a non-medical absence will comprise an unexcused absence. An unexcused absence will be charged to Leave Without Pay (LWOP) and may result in disciplinary action. An employee in a LWOP status due to unexcused absences for 24 work hours or more within a rolling six-month period may be subject to disciplinary action up to and including termination of employment.
- b. Excessive Call-ins: An employee who calls in an absence and/or tardy due to a non-medical reason three (3) times in a rolling six-month period may be subject to a verbal reprimand. Further, at the supervisor's discretion, verification of the emergency (e.g., police report, tow receipt, traffic report, etc.) may be required to document the absence/tardy. If this cannot be provided when requested, the employee may be subject to disciplinary action for any single absence/tardy. Four (4) non-medical call-ins within a six-month rolling period may result in a written reprimand. In excess of four (4) may result in a three-day disciplinary suspension without pay.
- c. Patterned Call-ins: An employee who calls in an absence/tardy due to a non-medical reason on three (3) occasions on a Monday or a Friday, in any combination, during a rolling six-month period may be asked to provide written validation of all three absences/tardies. If this cannot be provided, the employee may receive a verbal reprimand. Four (4) patterned call-ins (i.e., Monday/Friday) within a six-month rolling period may result in a written reprimand. In excess of four (4) may result in a three-day disciplinary suspension without pay.
- d. Extenuating circumstances as well as situations egregiously abusive of this policy (e.g., not calling in at all, etc.) will be handled on a case-by-case basis by the FacOps Director.

### 03.03 Notification of Absence:

- a. FacOps employees who experience an unexpected illness or personal emergency must contact their immediate supervisor prior to the start of the employee's work shift by phone call. No other method of notification is acceptable. Leaving voicemail is not acceptable. Leaving a message with any other Shop personnel is not acceptable.
- b. Notification must be made using the following supervisory hierarchy until contact has been made:
  - Supervisor's office telephone
  - Supervisor's mobile phone

- FacOps Administration office telephones
  - FacOps Assistant Director's mobile phone
- c. Employees must follow this procedure until their Supervisor or one of the FacOps Administration staff members is notified of the employee's absence/tardy.

#### 03.04 University Emergency Closures:

- a. All "essential personnel" employees in Facilities Operations as defined in section 02.01 above are expected to report to work during University emergency closures.
- b. If an employee believes s/he cannot safely report to work, s/he must notify her/his supervisor of her/his absence via the method described in section 03.03 above.
- c. Overnight accommodations will be coordinated if the emergency requires an overnight stay by FacOps employees on campus.
- d. If it is determined by the FacOps Director and/or AD that an employee could, in fact, safely report for work during the closure, but elected not to, s/he may be subject to disciplinary action up to and including termination of employment.

### **04. LEAVE PROCEDURES:**

#### 04.01 Accrual of Leave

- a. Leave will be accrued per UPPS 04.04.16 Overtime and Compensatory Time Policy and 04.04.30 University Leave Policy.
- b. Supervisors may authorize their employees to work schedules that result in paid time in excess of forty (40) hours per week. Once an employee has accrued the hours necessary to observe the scheduled energy conservation days for the year, their supervisor will not grant additional hours. Furthermore, if the employee uses the accrued compensatory hours for time off other than the scheduled energy conservation days, the supervisor will not authorize additional FLSA or State Comp time accrual.
- c. FLSA Balance: FacOps employees are not authorized to maintain a FLSA balance in excess of forty (40) hours or the hours required to observe the scheduled energy conservation days each year.
- d. State Comp: FacOps employees are not authorized to maintain a State Comp balance in excess of forty (40) hours or the hours required to observe the scheduled energy conservation days each year.
- e. Supervisors are responsible for ensuring that these accruals are not exceeded.
- f. Exceptions to this policy must be approved by the FacOps Director on a case-by-

case basis.

04.02 Use of Accrued Leave

- a. All absences, except for medical reasons, must be authorized 24 hours in advance by the employee's supervisor. Failure to secure approval in advance of a non-medical absence will comprise an unexcused absence and will result in Leave Without Pay (LWOP).
- b. All employees must enter additional hours worked and time taken off on a weekly basis.
- c. Employees consistently inaccurately entering leave into SAP in excess of their available balances may be subject to disciplinary action up to and including termination of employment.
- d. Supervisors are responsible for ensuring accuracy of entries prior to supervisor-level approval.

**05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

05.01 Major responsibilities for routine assignments associated with this FacOps/PPS include the following:

| Position                                     | Section | Date          |
|--|---------|---------------|
| Assistant Director for Facilities Operations | Review  | March 1 (ENY) |

**06. CERTIFICATION OF STATEMENT**

This FacOps/PPS has been approved by the following individuals in their official capacities, and represents Facilities Operations policy and procedure from the date of this document until superseded.

Assistant Director, Facilities Operations, Reviewer

Director, Facilities Operations

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Director for Facilities Operations