

Library Attendance Guidelines for Supervisors

Supervisors should familiarize themselves with Library expectations for attendance of staff. The following is a guide for easy reference.

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A. Library Attendance

Regular attendance is everyone's responsibility. Employees are expected to report to their assigned work area as scheduled, on-time and prepared to work. If an employee is unable to report to work due to illness or for emergency reasons, s/he is expected to personally call the immediate supervisor or supervisor designate by the required time as specified by the unit. (See the Library Employee Handbook).

B. Definition of Terms

- Absence: A scheduled work day(s) that an employee is not at work.
- Approved Leave Without Pay: Unpaid absence from work approved in writing by the appropriate supervisor or manager.
- Unapproved Leave Without Pay: Unpaid absence from work that has not been approved in writing by the appropriate supervisor or manager. Examples of unapproved LWOP may include but are not limited to tardiness, failure to appear for work, failure to follow proper request or call-in procedures, failure to provide documentation when requested, and leaving work without permission.
- Excessive Absence (unavailability): Frequent absences to the degree that the employee's attendance is creating a hardship on the department. The employee is therefore not consistently available for work (unavailability).
- Patterned Absences: Those absences which recur as a "pattern," and may involve consistent Monday or Friday absences; absences of days immediately before or after holidays; or frequent absences which fall on similar days or times of the month.

C. Disciplinary Action

Employees may be subject to disciplinary action for the following:

- Failure to follow the appropriate reporting procedures
- Unauthorized absences
- Excessive absences
- Patterned absences
- Excessive tardiness

It is important that employees be aware that their prudent use of sick leave is to their advantage. Supervisors should inform employees that an ample balance of sick leave may be needed in the case of a major illness, and that employees who maintain a

positive leave balance may convert that sick leave into service credit upon retirement. Furthermore, any employee who is absent without pay from work for more than fifteen days in any given month will automatically lose leave and retirement benefit credit. With the exception of absences due to a work-related illness or injury, this loss of monthly credit will affect their UCRP calculation as well as any normal additional accrual of vacation hours, e.g., the increase in vacation hours upon reaching the ten-year mark.

Employee absences not subject to disciplinary action:

- Approved vacation or administrative leave
- Approved personal, parental, or family medical leave of absence
- Absences for jury duty or other approved absences covered by contract/policy provisions
- Approved time off for death in the family

D. Corrective Action

Identification of an Attendance Problem and Corrective Action

The circumstances surrounding an employee's inability to meet attendance obligations may vary. Supervisors will analyze records, discuss problem situations with employees and take necessary corrective actions.

Consistent with the practice of progressive discipline, supervisors should counsel employees who show signs of attendance problems. Continued infractions may result in the following:

- Oral reprimand
- A letter of warning
- A final letter of warning in lieu of suspension
- Dismissal

Additional types of excessive absenteeism, including patterns of poor attendance, that can create a hardship on the department and may require review are the following:

- Unavailability (absent to the degree that the employee is creating a part-time job when the department requires a full-time commitment)
- Repeated absences that occur during critical operational periods
- Repeated instances of absences such as Monday, Friday absences or absences that occur the day before or the day after a holiday

When appropriate, supervisors may take the same progressive disciplinary steps to address these additional types of excessive absenteeism. Each case of unavailability and pattern of poor attendance should be handled consistently as well as reviewed on its own merit. The type of action that the supervisor takes will depend upon the specific circumstances of the case. Supervisors will consider the following factors when considering what action should be taken:

- The number of hours the employee has been absent
- The number of instances (generally, one or two occasions of absence may be acceptable to the department as opposed to frequent one-and two-day occasions)
- The reason(s) why the employee is absent
- The employee's length of service and past attendance record
- The employee's demonstrated effort to correct attendance problems

Supervisors will counsel employees regarding attendance problems and work with the employee by suggesting ways to correct the problem.


E. Absent Without Notice

If an employee fails to report to work and does not follow the appropriate reporting procedure by contacting the supervisor or supervisor designate, s/he may be subject to disciplinary action. Remember, employee emergencies do occur. The appropriate supervisor should attempt to contact the absent employee by telephone as soon as possible. If the supervisor is unable to contact the employee by phone, and the employee does not report to work the next day, a letter should be mailed to the employee's last known address.

F. Requirements for Medical Documentation

As part of the eligibility process for Family Medical Leave (FMLA), employees are required to provide the necessary documentation from their Health Care Provider. At the discretion of the unit manager/supervisor, employees may be required to furnish satisfactory proof (doctor's verification) of illness. If this is required, the supervisor will notify the employee of the need to provide medical notification upon return to work, or earlier as requested by the supervisor. Please contact LHRD for guidance.

All medical disabilities including personal illness/injury must be covered by the proper medical/doctor's authorization. Employees must have a written release from the doctor upon return from a disability or absence resulting from a work-related illness or injury, or a non-work related injury or illness preceded by a leave of absence.



A doctor's verification is required for all absences due to any kind of work-related illness or injury regardless of the number of days absent.

G. Attendance Management Tools

Managing employee attendance is the responsibility of all supervisors. The Library uses the following tools to monitor and track employee attendance:

- Written employee requests and supervisors' approval for time off
- CalTime time detail reports

Supervisors will review the attendance records of their employees. This review process provides supervisors not only with the opportunity to initiate corrective counseling as needed but also the ability to commend those who have good attendance records. As part of the annual performance evaluation, all employees should receive a statement from their supervisor commenting upon their attendance record for the past year.

If attendance is becoming a problem or you are noticing a pattern, please consult with LHRD or your BRS business partner.