



OFFICE OF THE CHANCELLOR

ATTENDANCE GUIDELINES

**The following attendance guidelines should be conducted in accordance with the
UM Policies (HR-107 Attendance).**

Purpose and Scope of Attendance Guidelines

This guideline is to set out procedures for reporting and recording absences (unexcused and unscheduled), and for managing short and long-term absences in a consistent and fair way. All arrangements for managing absences should be conducted in keeping with UM System's Collected Rules and Regulations, Chapter 340 Employee Absences. Further guidance on illness-related absences are provided in the **UM Policy, (Section 340.030 Sick Leave)**.

Employees who are ill will be treated sympathetically and every effort will be made to assist recovery and safeguard employment while managing absences in accordance with this guideline. It is recognized, however, that the loss of working days through repeated absences can be a significant cost to the Office of the Chancellor in terms of work not completed and/or the costs of arranging absence coverage. Repeated absences also places additional pressure on colleagues.

Using Sick Leave, per the UM Policy

1. Reasonable time may be used for the purpose of medical or dental appointments. Requests for such time off shall be made as far in advance as possible.
2. An employee may use up to 12 days of accumulated sick leave each calendar year for illness of the immediate family or Sponsored Adult Dependent. An employee may use up to 12 days of accumulated sick leave each calendar year for the purpose of placement of an adoptive child in the employee's home or the care of that child immediately after placement.
3. Disability due to pregnancy will be treated as any other illness or disability.

Reporting Illnesses

- Employees are to report absences via email to their respective supervisor a minimum (1) one hour before the start of the scheduled shift.
- If an employee is protected under The Family Medical Leave Act, when reporting absences employees must identify themselves and the reason for the absence, including if it is an absence related to an approved FMLA.
- Failure of an employee to notify the supervisor of his or her absence for three (3) or more consecutive scheduled shifts may be considered job abandonment. Job abandonment is considered a voluntary resignation without notice.



OFFICE OF THE CHANCELLOR

Proof of Illness

Employees may be required to furnish satisfactory proof of illness or injury for any unscheduled absence.

- An employee absent for three (3) or more consecutive scheduled shifts is required to furnish satisfactory proof of illness or injury.
- The department will require satisfactory documentation of illness or injury if a pattern of abuse or an excessive amount of unscheduled absences (4 or more) has been established within the last consecutive four (4) months. A pattern of abuse may be defined as a series of Mondays, Fridays, Thursdays after the payday, or a noticeable pattern in any sequence. Please note that absences related to an approved FMLA Leave would not be considered in this requirement.
- Failure to provide satisfactory documentation of illness or injury when requested may result in disciplinary actions.

Unscheduled Absences & Tardiness

Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum.

- **Unscheduled absences** are defined as any absence occurring without authorized approval from the respective supervisor at least **one full business day** in advance of the next scheduled shift.
 - Absences occurring outside of scheduled vacation or scheduled personal days.
 - Excessive unscheduled absences (four or more instances within a consecutive four month period) cannot be tolerated and may be subject to disciplinary action, up to and including termination.
- Tardiness is defined as arriving to work past the start of the shift without prior authorization from the supervisor.
 - Excessive amount of tardiness (five or more within a consecutive four month period) cannot be tolerated and may be subject to disciplinary action, up to and including termination.

Breaks

The UM Policy States, “**Whenever possible**, you will be provided with two 15-minutes rest periods each day. **The number of rest breaks you may receive depends on the nature and scheduling of the work you are doing.** Your department supervisor will schedule appropriate times when rest periods may be taken.” Break time may not be used at the end of a shift to allow an employee to leave early.

Communication & Notification



OFFICE OF THE CHANCELLOR

All employees have the right to request a current count and/or tally of any absences or tardies that are counted against them. When an instance of absenteeism and/or tardiness occurs, supervisors are expected to inform their employees of said instances in a timely manner.

Ultimately, it is the responsibility of the employee to keep track and monitor their attendance in any given four month period, However, employee's will be notified when they reach a threshold where the next instance could lead to official disciplinary action.

Unscheduled Absences Due to Sickness

As mentioned above, Eligible employees unable to work because of an illness or injury may use accumulated sick leave to continue their straight-time pay (including shift differentials where applicable) for any absence from work.

- Employees may furnish proof of illness or injury from a physician to avoid an instance of absenteeism and/or tardiness counting towards disciplinary action.

Absences that Can Lead to Immediate Disciplinary Action

1. Unexcused Reporting of an Absence
 - a. No Call/No Show
 - b. Reporting an Absence Less than 1 Hour prior to the Start of the Shift
 - c. Reporting an Absence After the Start of the Scheduled Shift
2. Unapproved Leave without Pay

Immediate disciplinary action can occur despite furnishing satisfactory proof of illness if the absence falls into one of the categories indicated above.

Key Practices in Managing Absences

Accurate records of all absences and actions taken must be kept and monitored on a regular basis. Managers must conduct a return to work interview following each episode of absence so that support and advice can be given at an early stage. Guidance on return to work interviews can be provided by the Business Office and through UMKC Human Resources.



OFFICE OF THE CHANCELLOR

ATTENDANCE GUIDELINES

I have read the Office of the Chancellor attendance guidelines and understand the requirements.

Signature

Date

Print Name