

Issued: January 1, 2018



An unscheduled absence, tardy, or failure to report to work.

– Repeated and predictable absences that indicate a misuse or abuse of time. Examples may include but are not limited to:

Absences adjacent to scheduled days off, holidays, and/or paydays.

Absences when scheduled to work on weekends, holidays, overtime, or during blackout and other critical operations periods.

Inappropriate use of vacation or sick leave (e.g., sick leave that is used as quickly as it is earned).

Requesting a vacation day, having the request denied, and then calling in absent.

– An unscheduled absence based on an event that is unforeseen, requires immediate action, and is beyond the employee's control.

– A planned absence for which required advance notice is provided and approval is received prior to the absence occurring.

– A failure to report for work at the assigned/scheduled time and place. This also includes failure to return from breaks and meal periods on time. Tardy is defined as arriving any time after the scheduled shift start time, up to 1 hour late.

– an absence for which an employee did not obtain the required approval prior to the absence occurring. Absences on consecutive workdays for the same reason will count as one occurrence under this policy.

FOP employees are expected to notify their department supervisor if they will not be at work, will be late, or are requesting planned time away from work. Employees are also personally responsible for accurately reporting their time on their timesheet.

To report _____, employees must contact their supervisor via the designated call-in number at least one (1) hour before their scheduled shift begins or as soon as reasonably possible.

The FOP call-in number is _____ After calling this number, employees should list to the options, select the option for their department, and then leave a message. The options are:

Option 1: Campus Maintenance (all shifts)

Option 2: Housing Maintenance

Option 3: HVAC

Option 4: Custodial (all shifts)

Option 5: Grounds

Option 6: Distribution Services

Option 7: Storeroom

Option 8: all other departments

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If several employees request the same day(s) off, supervisors reserve the right to evaluate each leave request and determine which one(s) can be approved.

Criteria that may be considered when evaluating such leave requests includes, but is not limited to:
which request(s) was submitted first;
whether the department will have minimum staffing numbers to operate effectively; and
whether the employee followed the notice guidelines outlined in this policy.

If a department's staffing will fall below minimum staffing levels, the supervisor must notify and obtain permission from the Associate Director or Director of FOP before operating below minimum staffing.

The USI University Handbook identifies the holidays that the University observes and states that an employee must be in "pay status" to be paid for the University holidays. The University Handbook defines "pay status" as:

- a. Having worked the approved scheduled work days before and after the holiday, or
- b. Being on an approved absence with pay.

A Facility Operations and Planning employee wishing to request the day before and/or after a University holiday off must request and receive approval for the absence at least _____ prior to the holiday.

If an employee calls in absent the day before, the day of, or the day after a holiday that they were otherwise scheduled to work, the supervisor will review the circumstances of the unscheduled absence and exercise discretion to determine whether documentation is required to excuse the absence.

For the purpose of this policy, designated Winter Recess days are treated the same as University holidays.

The FOP Associate Director has the discretion to work with supervisors and Human Resources to evaluate extraordinary circumstances of a tardy or absence and determine whether or not to count an incident as an occurrence. Such incidents must still be documented on the Absence Report Form regardless of whether it is considered an occurrence.

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Facility Operations and Planning will schedule regular reviews of policies. FOP will also review particular policies when there are changes in applicable law or University policy that could affect provisions of this policy.

A handwritten signature in black ink that reads "James Wolfe".

James E. Wolfe
Director of Facility Operations and Planning

01-15-2019
Date