

POLICY TITLE: Absent without Permission

ADOPTED/LAST REVISION: 6/11/1996; Reviewed 9/19/17; Revised 4/19/2022

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.**

**PURPOSE:**

It is vital to the Library for all employees to have reliable attendance. Absenteeism and tardiness negatively impact our ability to effectively provide Library services. The purpose of this policy is to establish the requirements for reporting absences, to provide guidelines for the handling of tardiness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient, effective operations throughout the Library.

**POLICY:**

Staff employees must arrive and be prepared to work at their scheduled start time. Employees are responsible for notifying their supervisor of absences, late arrivals, or early departures each day of the absence, tardiness, or early departure, in accordance with the Library's notification procedure. Failure to provide appropriate notification, or abuse of sick leave or other paid time off may result in corrective action up to and including termination of employment.

Supervisors should follow the corrective action progression described below to address unscheduled absences, tardiness, and unscheduled early departures. After the first occurrence, the employee should be coached on their attendance, each occurrence thereafter will result in corrective action process, up to and including termination of employment. However, depending on the situation, corrective action may be accelerated, repeated, or taken out of sequence, and the Library reserves the right to effect immediate termination should it be warranted.

- Step 1: documented verbal warning upon first occurrences.
- Step 2: written warning upon three (3) occurrences.
- Step 3: final warning and/or suspension upon five (5) occurrences.
- Step 4: option of termination of employment upon six (6) occurrences.

Employees will be subject to immediate corrective action for no call/no show. Three (3) or more consecutive workdays of no call/no show may be considered job abandonment and result in termination of employment.

Typically, employees who work for six (6) months without an occurrence since the last occurrence resulting in corrective action will not have the corrective action process progress to the next level. For example, if an employee receives a written warning due to the third occurrence on October 1st and receives an additional occurrence in the

following June, the employee may receive another written warning.

An employee may not extend the normal workday or work beyond his/her scheduled shift to make up for the absence without the prior written approval of the employee's supervisor.

An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued vacation, sick leave, personal holiday, or compensatory time in accordance with Library policy. Acceptable means of verifying the reason for the unscheduled absence may be required. An employee will not be compensated for unscheduled absences that extend beyond his/her accrual balances.

Requests for scheduled absences, including jury duty, emergency leave, vacation or personal holiday, military leave, a qualified medical leave, and/or other approved leave must be requested as far in advance as possible. It is the employee's responsibility to request leave or excused time off. Denied leave or other requested time off, failure to return to work after an approved leave, or failure to comply with these guidelines or other applicable Library policy may result in the treatment of time away from work as an unscheduled absence, tardiness, or unscheduled early departure under this policy.

Employees absent more than three consecutive days due to illness or who are suspected of abuse of sick leave may be required to submit a proof of illness certificate, issued by a health care provider, identifying when the employee was seen and treated. Failure to submit such proof upon request may result in corrective action.

Employees who have scheduled medical or dental appointments should schedule outside of normal business hours whenever possible. The employee must notify the immediate supervisor in advance of the appointment when possible. If available, medical and dental appointments should be scheduled at the beginning or the end of the shift to avoid disruption to department operations. Supervisors are responsible for managing schedules in relation to medical or dental appointments.

#### INCLEMENT WEATHER ABSENCES

Due to the nature of the services that Library employees provide, we are rarely able to close our operations. The Library is open for business unless otherwise determined by the Library Director. With that in mind, employees are expected to make every reasonable effort to report for work during inclement weather days and to plan ahead to anticipate any difficulties that might be encountered. If weather conditions prevent an employee from getting to work or cause them to arrive late, employees must notify his or her supervisor prior to the start of their scheduled shift.

- Work time missed due to inclement weather is typically unpaid time unless otherwise determined by the Library Director. If unpaid, employees may request to use accrued benefits such as vacation, personal holiday or compensatory time. An employee's ability to flex their schedule to account for missed work time is determined at the discretion of the Director. In the event of severe weather or exigent circumstances, as determined by the Library, the

need for the employee's attendance to perform his/her duties will prevail.

Approved inclement weather absences as determined by the City Administrator will not count as occurrences for corrective action purposes.

Ref. City of Marshfield Policy 3.352, ERMPL Policy 4.890