

Attendance Policy Transition Q & A

What is an occurrence?

1. An occurrence is an unscheduled absence or late arrival (Not protected by FMLA, WC, etc.). For example, arriving 30 minutes late would count as an occurrence and calling in to use sick leave, vacation, or comp time for a day would be an occurrence.
2. An occurrence is also a continuous string of connected and related unscheduled absences of more than one day (Not protected by FMLA, WC, etc.). For example, calling in sick for three days due to the flu would count as a single occurrence, but calling in three days in a row for car trouble, your own illness and your child's illness, will count as three separate occurrences.

How do I count/track the number of days/hours/minutes?

Each day/hour/minute of unscheduled absences that are considered occurrences should be tracked and monitored. At the point an employee exceeds the standard of 112.5 hours discipline is appropriate.

How does proration work?

The University standard for occurrences is 10 occurrences in a 12 month period. When divided into a monthly standard this is .8333 of an occurrence which we round to 1 occurrence. Any time there is a partial amount in calculating the proration of the standard, we round up in order to provide the employee the most positive position relative to the proration calculation. The chart below demonstrates proration by indicating the number of acceptable occurrences by month.

Proration Chart

Month #	Number of Acceptable Occurrences	Number of Acceptable Hours
1	1	9.38
2	2	18.75
3	3	28.13
4	4	37.50
5	5	46.88
6	5	56.25
7	6	65.63
8	7	75.00
9	8	84.38
10	9	93.75
11	10	103.13
12	10	112.50

Questions From An Employee's Perspective

What if I am in the discipline process for attendance already? What effect will this have on me?

Occurrence balances that were recorded under the old policy will remain on the employee's record and occurrences occurring on or after August 16, 2010, will be added to that balance. Attendance will continue to be reviewed regularly.

Late arrivals will begin to be added to the number of occurrences beginning August 16, 2010.

The new standard for the total number of days/hours of unscheduled absences will begin accumulating on August 16, 2010, and will not be retroactive.

If after August 16, 2010, you continue to have attendance issues by measuring against any of the standards outlined in the revised policy, you may progress in the discipline process.

What if I am in the discipline process for tardiness or late arrivals? What effect will this have on me?

Your records for tardiness will remain in effect. Overall attendance occurrences will include late arrivals accumulated on or after August 16, 2010. If you have new incidences of tardiness or late arrivals on or after August 16, 2010, you will be held accountable to the prorated standards for occurrences as outlined in the Proration Chart.

Who can request or receive a physician statement?

While a supervisor may determine when a physician statement is desired, the employee should always be instructed to provide the physician statement to the Benefits Section of Human Resources. The supervisor should be prepared to provide an explanation of the circumstances causing the request for a physician statement, i.e. employee was denied vacation and then called in sick; the employee has had a pattern of absences on Fridays or Mondays; the employee is currently in the discipline process for attendance; etc. A standard demand for physician's statements by a supervisor for unscheduled sick leave is not acceptable without some justification. Scheduled sick leave may require a physician's note based on departmental procedures.

How will occurrences for inclement weather be treated?

Given that we are located in the Midwest we can expect travel delays and barriers to arriving to work on time, or at all, due to inclement weather. However, inclement weather is not necessarily a protected absence under the attendance policy. While employees are encouraged to be safe, it is also expected that employees will plan for potential delays and other travel difficulties by leaving for work earlier than normal, carpooling when possible with someone with a vehicle better equipped to manage the inclement weather, etc. Inclement winter weather is rarely a surprise and we expect employees who have to travel to monitor the weather closely.