

**Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: ATTENDANCE (ABSENTEEISM AND TARDINESS)

CATEGORY: HUMAN RESOURCES

Policy

The purpose of this policy is to provide a fair, consistent and effective method of monitoring employee attendance in order to help maintain efficient operations. Good attendance habits form an integral part of every employee's job description.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that all employees practice good attendance habits.

Operating Procedures

I. General

Perfect attendance is desirable in the interest of efficient workflow and fairness to co-workers. However, there are instances where absences or late arrivals to work may be unavoidable. Habitual, improper use of sick leave privileges and/or a habitual pattern of failure to report for duty at the assigned time or place will result in disciplinary action up to and including dismissal from employment.

II. Definitions

Scheduled Absence: An absence that is known, requested, and approved of in advance by the employee's supervisor (or designee). Examples include, but are not limited to, approved leave (vacation, comp, sick, or leave without pay) or medically-related absence for self or immediate family member.

Unscheduled Absence: An absence that occurs suddenly and is taken without advance notification or approval. Examples include, but are not limited to, an unplanned illness, the failure to report to work as scheduled, tardiness, leaving a post early, or abandoning a post or job.

III. Employee Responsibilities

A. Be at their work station on time as scheduled and prepared to work. An employee is tardy when they arrive at their assigned work station after the scheduled start time.

B. Maintain a consistent and reliable level of performance.

- C. Know and follow the notification requirements of the work unit. Requirements include whom to notify, method of notification (such as e-mail or phone), and timeline for notification.
- D. Call in and personally notify their supervisor or designee, per work unit notification requirements, if they are going to be absent or tardy, unless a verifiable emergency makes it impossible for them to do so.
- E. Report all work and/or leave time accurately in I-Time. I-Time is the Idaho State Controller's Office online time-entry system and serves as the official timesheet record.
- F. Request time off with a reasonable notice period in advance or per established work unit procedure.
- G. Take only the time normally allowed for breaks.
- H. Leave promptly at the end of a shift, unless given advance permission from the supervisor to work previously authorized overtime (except in emergency situations where pre-approval is not possible).
- I. Remain at their work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks).
- J. Remain at work during entire shift, unless excused by the supervisor.

IV. Supervisor Responsibilities

- A. Manage work schedules, leave accruals, and timesheet authorizations.
- B. Post or make known to unit employees the notification requirements of the work unit. Notification requirements include whom to notify, methods of notification (such as e-mail, phone, text or similar), and timeline for notification.
- C. Resolve employee attendance issues promptly and investigate suspected attendance-related performance issues, such as extensive leave usage and dependability, and take appropriate action in a timely manner. A pattern of unscheduled absences has a negative impact on job requirements and efficient work operations.
- D. Train employees to ensure that all staff are knowledgeable about the attendance policy.
- E. Notify Human Resources immediately should any staff exceed three consecutive days out of work.

V. Exceptions

- A. Corrective action against an employee, up to and including dismissal, may be taken to resolve issues with the employee's attendance based on the unique

characteristics of each case and the presence or absence of other work-related problems.

- B. If the absence is authorized under the Family Medical Leave Act an employee shall not be considered as having excessive absenteeism.
- C. Except for those employees on authorized leave, an employee who has not returned to work within five working days after approved paid or unpaid leave or release by their medical provider shall be considered as having voluntarily separated.

Reference: *Glossary of Terms and Acronyms*
IDAPA 15.04.01–Rules of the Division of Human Resources & Idaho
Personnel Commission

Desk Manual(s): *None*

Related Policies: *Separation of Employment (367)*
Problem Solving, Procedures for IDJC Employees (312)
Sick Leave (353)
Time Records and Reporting (350)
Family and Medical Leave Act (FMLA) Leave (352)
Corrective and Disciplinary Action for Employees (325)

Related Forms: *None*