



<b>Document Number</b>	<b>Attendance and Leave SOP, D.36.01</b>
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<b>Related Policies and Procedures</b>	<a href="https://oshr.nc.gov/policies">https://oshr.nc.gov/policies</a> <a href="https://hrs.uncg.edu/policies/">https://hrs.uncg.edu/policies/</a>

## 1. Purpose/Introduction

To ensure adequate staffing and to provide critical services to the University, Facilities Operations staff are expected to adhere to their assigned work schedule.

This procedure is intended to supplement NC OSHR and UNCG HR policies by providing specific requirements for UNCG Facilities Operations. Should a conflict arise, all OSHR and UNCG policies will govern.

The following are the expectations of all Facilities Operations Staff members:

- Arrive at work on time and remain at work until their scheduled shift ends
- Adhere to assigned break and meal times
- Ensure there is sufficient leave available before requesting time off
- Plan, request, and receive approval for scheduled absences in advance
- Follow proper call-in procedures to report absences, tardiness, or unexpected situations that arise

Supervisors are expected to coordinate planned time off in order to ensure continuity of operations.

## 2. Definitions

For the purpose of this SOP, the following definitions will apply:

- **Scheduled Absence** - Time off submitted at least three (3) calendar days prior to the requested time off **and** approved by supervision
- **Unscheduled Absence** - An absence for which an employee did not obtain the required approval prior to the absence occurring
- **No Call/No Show** - An absence in which an employee does not call in to report an absence, and/or does not update their supervisor within one hour of their scheduled start time of their plan to be absent.

### 3. Procedural Steps

#### **3.1 - Scheduled Absences**

**3.1.1 - Vacation Requests** - Approval of vacation leave requests are made with consideration given to existing workload and departmental staffing needs. Requests submitted less than three (3) calendar days prior to the requested time off may or may not be approved, depending on staffing needs. When requesting time off, any period in excess of five (5) working days must be pre-approved by the second level supervisor. Leave requests in excess of ten (10) working days must be pre-approved by both the second level supervisor and Department Director or their designee. Leave taken without prior approval is considered unexcused and subject to disciplinary action (see 3.2.2 Excessive Unexcused Absenteeism and Tardiness).

**3.1.2 - Sick Requests** - Absences covered under the University's sick leave policy for events that can be scheduled in advance (for example, routine dentist or doctor's appointments) must be approved at least three (3) calendar days in advance by the supervisor to ensure that operational needs can be met during the proposed absence.

**3.1.3 - Change in Schedule (in late/leave early)** - In the case of foreseen tardiness or the need to leave prior to the end of a shift, an employee must submit a request at least three (3) calendar days in advance.

#### **3.2 - Unscheduled Absences**

Some absences cannot be scheduled in advance, such as personal and family illness, emergency personal business, and bereavement.

**3.2.1 - Notification** - If an employee is unable to work as scheduled, for any reason, the employee must contact their immediate supervisor as soon as possible. If an employee calls outside of the normal office hours, they leave a message, including their name and call back number. Calling in is the responsibility of the employee. Three (3) or more consecutive days of absences will require a statement from a medical doctor or other acceptable proof of verification. Absence from work for three (3) or more consecutive days without notifying their supervisor (no call/no show) will be considered a voluntary resignation.

**3.2.2 - Excessive Unscheduled Absenteeism and Tardiness** - In general, five (5) or more unscheduled absences in a 90-day period, or a consistent pattern of absences, will be considered excessive. Tardiness or leaving early is as detrimental to the department as an absence. Five (5) such incidents in a 90-day period will be considered an excessive "tardiness pattern". Frequent or excessive absences or incidents of tardiness or leaving early will result in disciplinary action, up to and including termination.

#### 4. Forms, Tools, Etc.

The State policies concerning work attendance and leave types can be accessed at the following:

<https://oshr.nc.gov/policies>.

<https://hrs.uncg.edu/policies/>

#### 5. Revision Table

Revision #	Section #	Summary of Changes	Approval Date