

Policy Number: 01	Southern Indiana OCU Attendance Policy	REV. 3 Approved: 11-23-2021
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**1.0 PURPOSE:**

To document details of the OCU Attendance Policy so that the guidelines are clear and applications are consistent.

**2.0 REFERENCE DOCUMENTS:**

- 2.1 2021 – 2026 OCU Base Business Bargaining Agreement
- 2.2 Absence Notification Policy
- 2.3 Family Medical Leave Act (FMLA)
- 2.4 Short-Term Disability/Long-Term Disability
- 2.5 Parental Leave
- 2.6 Part-Time Guidelines

**3.0 DEFINITIONS:**

- 3.1 Tardy – unexcused absence of 30 minutes or less at the beginning of an employee’s shift
- 3.2 Unexcused Absence – unexcused absence of greater than 30 minutes and/or a tardy for which an employee does not have coverage

**4.0 GENERAL GUIDELINES:**

The expectation is that employees are to be at work when they are scheduled and are to notify and coordinate all absences with the company in advance.

- 4.1 Failure to report to work for any regularly scheduled time will be considered an absence, except as noted in Attendance Policy Guidelines, Section 5.4.
- 4.2 An employee off work due to an unscheduled absence must notify his/her manager within two hours of scheduled start time (or as defined by manager) on the first day of absence. (Reference: Absence Notification Policy)
- 4.3 Failure to notify the company when absent for three consecutive workdays will be viewed as a lack of interest in continued employment. This will be cause for termination, unless there were circumstances beyond the employee’s control that can be substantiated. (Reference: Absence Notification Policy)
- 4.4 Five consecutive unexcused absences will be grounds for termination even with notification to the company, unless there were circumstances beyond the employee’s control that can be substantiated. (Reference: Absence Notification Policy)
- 4.5 Any employee who develops excessive absenteeism is subject to the Corrective Action Procedure (reference Attendance Policy Guidelines, Section 5.7).

4.6 Allotted vacation cannot be used to cancel an absence that has already occurred.

## 5.0 ATTENDANCE POLICY GUIDELINES:

### 5.1 Paid Sick Time

5.1.1 Beginning January 1, 2022, active employees as of January 1 will receive forty (40) hours of paid sick time each calendar year. (Reference: 2021 – 2026 OCU Base Business Bargaining Agreement, Article 15 Vacations, Holidays, and Sick Time)

5.1.2 Effective May 2, 2021, employees in their first year of hire will receive a prorated amount of paid sick time based on their date of hire. (Reference: 2021 – 2026 OCU Base Business Bargaining Agreement, Article 15 Vacations, Holidays, and Sick Time)

Hire Date	Paid Sick Time Hours
January 1 <sup>st</sup> – April 30 <sup>th</sup>	40 hours
May 1 <sup>st</sup> – August 31 <sup>st</sup>	24 hours
September 1 <sup>st</sup> – December 31 <sup>st</sup>	16 hours

5.1.3 Paid sick time may be used in half-day or full-day increments based on the employee's assigned schedule. (Reference: 2021 – 2026 OCU Base Business Bargaining Agreement, Article 15 Vacations, Holidays, and Sick Time)

Assigned Schedule	Paid Sick Time Increment
5 day 8 hour shift (5X8)	4 or 8 hour increment
4 day 10 hour shift (4X10)	5 or 10 hour increment
3 day 12 hour shift (3X12)	6 or 12 hour increment

5.1.4 Paid sick time does not count for computing total hours for overtime purposes.

5.1.5 Paid sick time does not require manager pre-approval.

5.1.6 Unused paid sick time cannot be carried over from one calendar year to the next calendar year.

5.1.7 Employees will not be paid for any unused paid sick time at the end of the calendar year; unused paid sick time will be forfeited.

5.1.8 In some cases, employees may have an "odd" increment of paid sick time remaining – an amount of paid sick time less than a half or full shift. eTime will not allow you to use this "odd" amount by default. To use any remaining hours of paid sick time outside of your full or half shift allotment you will need to submit a Time and Attendance ticket via [Answers](#).

### 5.2 Tardy Coverages

- 5.2.1 Non-probationary employees start each calendar year with six (6) tardy coverages.
- 5.2.2 Tardy coverages will not be paid.
- 5.2.3 Tardy coverages can be used at any time (i.e., Monday through Sunday).
- 5.2.4 There is no requirement to make up time missed that is covered by a tardy coverage.
- 5.2.5 Unused tardy coverages do not roll over into the following calendar year.
- 5.2.6 Once an employee exhausts their available tardy coverages, then tardies will be considered an unexcused absence and will be subject to the corrective action process. (Reference Attendance Policy Guidelines, Section 5.7) This remains true in all cases except those where the employee has other time off available to cover the absence, i.e. paid sick time.

### 5.3 Flex Time

- 5.3.1 Flex time is an excused absence for personal reasons which is approved by the manager prior to the employee's regularly scheduled shift and which is rescheduled and worked by the employee within the same work week.
- 5.3.2 Time not approved in advance, time not rescheduled, or time rescheduled and not made up will be considered an unexcused absence.
- 5.3.3 When hours worked in the work week total 38 or more, time will be considered made up. Administrative leave, FMLA, leave of absence, tardy coverages, short-term disability, long-term disability, company-declared inclement weather, worker's compensation, and disciplinary layoff count towards the 40-hour work week total for attendance purposes only.
- 5.3.4 Flex time should be used to balance individual and business needs. There may be situations where a flex time request is denied due to business needs.

### 5.4 Excused Absences

The following absences are considered as an excused absence. This list is not all-inclusive.

- a. Vacations and paid holidays (unless scheduled to work on a holiday)
- b. Jury Duty, Military Duty, Panel Duty
- c. Bereavement
- d. Parental Leave
- e. Paid sick days
- f. Short-Term Disability/Long-Term Disability
- g. Workers Compensation absence
- h. Company-declared inclement weather
- i. Disciplinary layoff for any reason

- j. Approved FMLA
- k. Approved leave of absence
- l. Approved administrative leave
- m. Approved flex time

## 5.5 Probationary Employees

5.5.1 Probationary employees may use flex time, vacation, paid sick time, short-term disability, leave of absence, and bereavement.

5.5.2 Any unexcused absence during the employee's probationary period will result in termination of employment for that employee, unless extenuating circumstances are approved by Southern Indiana Labor Relations.

## 5.6 Part-Time Employees

5.6.1 Part-time employees' accruals, including current vacation and paid sick time, will be adjusted to reflect their part-time percentage as outlined in the completed Part-Time Agreement Request Form.

## 5.7 Corrective Action Procedure

5.7.1 An employee's first unexcused absence will result in that employee receiving a LEVEL 1 Verbal Coaching. The employee and manager will review the employee's attendance records and discuss the need for improvement.

5.7.2 If the employee has another unexcused absence within one year from the date of the LEVEL 1 action, the employee will receive a LEVEL 2 Written Warning. The employee, manager, and Union representative will review the employee's attendance records and discuss the need for improvement.

5.7.3 If the employee has another unexcused absence within one year from the date of the LEVEL 2 action, the employee will receive a LEVEL 3 Final Written Warning. The employee, manager, and Union representative will review the employee's attendance records and discuss the need for improvement.

5.7.4 If the employee has another unexcused absence within one year from the date of the LEVEL 3 action, the employee will be terminated (LEVEL 4). The employee, manager, Human Resources representative, and OCU Board member will participate in the termination meeting.

## 6.0 Responsibility:

It is the employee's responsibility to comply with the OCU Attendance Policy. It is management's responsibility to administer the OCU Attendance Policy, including the Corrective Action Procedure.

**AUTHOR: OCU Policy Committee**

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**APPROVALS:**

Labor Relations Manager: Crystal Brown Date: 12/21/2021

OCU President: [Signature] Date: 12/2/2021