

Attendance, Punctuality and Schedule

Human Resources Policy- #125

Policy:

In order to maintain effective operations, Davidson County expects employees to be reliable and to be punctual in reporting for their assigned work schedule. The number of absences and occasions of tardiness impacts the performance and overall contribution to the quality of services in each Department. An employee's attendance behavior has a direct impact on their overall performance. In order to be considered meeting or exceeding expectation employees must work when scheduled and manage their absences in accordance with this policy.

Employees unable to report to work at the assigned time, are expected to notify their immediate Supervisor at least 1 hour prior to the start of the assigned work schedule. Employees must notify their supervisor based on their departments' preferred method of notification.

Department Directors and their supervisors are responsible for reviewing employee use of benefit time to ensure that it meets the County's expectations. They must use the following as guidance:

County Expectations:

Unscheduled Absence: This type of absence occurs when it has not been preapproved regardless of the type of benefit time that is used. Exceptions include but are not limited to: Bereavement Leave, Workers Compensation, Military Duty, FMLA, Jury Duty, or Approved Leave Without Pay.

Types of Unscheduled Absences:

- **Authorized:** This type of Unscheduled Absence is approved by the Supervisor or Department Director.
- **Unauthorized:** This type of Unscheduled Absence is unauthorized by the Supervisor or Department Director. This type of absence constitutes an

Attendance, Punctuality and Schedule

Occurrence. Occurrences may result in corrective action up to and including termination.

Occurrence: is defined as an Unauthorized Absence and may last 1 day or multiple consecutive days. If an occurrence is longer than 3 days Human Resources must be notified to determine FMLA eligibility and whether a Health Care Providers' note is required to return to work.

Employees with 2 Occurrences in any rolling six (6) month period of time must be reviewed by the Department Director in order to determine if corrective action is needed.

In the event an employee has 3 or more Occurrences in any rolling six (6) month period of time the Department Director must notify Human Resources and the Human Resources Director will review and determine if corrective action is needed.

Unscheduled Late Arrival: This occurs when an employee reports to work 30 minutes after the scheduled start of their work day. Employees are required to contact their immediate supervisor in the event that they will arrive to work late. If an employee is late by 30 minutes or less they may flex their schedule in order to make up the time. If the employee is late by more than 30 minutes then benefit time must be use for the time in excess of 30 minutes.

Exceptions include but are not limited to: Bereavement Leave, Workers Compensation, Military Duty, FMLA, Jury Duty, or Approved Leave Without Pay.

Types of Unscheduled Late Arrivals:

- **Authorized:** This type of Unscheduled Late Arrival is approved by the Supervisor or Department Director.
- **Unauthorized:** This type of Late Arrival is unauthorized by the Supervisor or Department Director. This type of Late Arrival constitutes an Occurrence. Occurrences may result in corrective action up to and including termination.

Occurrence: is defined as an Unauthorized Late Arrival.

Attendance, Punctuality and Schedule

Employees with 6 Occurrences in any rolling six (6) month period of time must be reviewed by the Department Director in order to determine if corrective action is needed.

In the event an employee has 7 or more Occurrences in any rolling six (6) month period of time the Department Director must notify Human Resources and the Human Resources Director will review and determine if corrective action is needed.

Scope:

This policy applies to all employees.

Document Change Record

Revision	Description
12-13-2022	New Policy