UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

Section: Administrative Procedure Number: ADM-49

Subject: Time Off

Effective Date: April 2001
Revised Date: June 2014
Reviewed Date: [Signature]

Standard Operating Procedure

Specific procedures will be followed when monitoring the attendance, calculating sick time, reporting off, applying for family medical leave and requesting vacation.

Purpose

To promote the most efficient use of sick time and to standardize on the calculation of sick time usage, to improve efficiency by allowing the supervisor continuity in the distribution of job assignments, to ensure adequate coverage for all shifts and to ensure adequate record keeping regarding absenteeism, tardiness, sick-time, vacation, family medical leave and all other time recognized between the University of Toledo and Local 2415 Ohio Council 8 AFSCME.

Procedure

1. Attendance Monitoring

a. On the Monday following the completion of each pay period, employee attendance records will be audited. Employees who are late or who have used sick time will be issued the appropriate PAN notices and/or breaches following the Principal of Progression as outlined below. Any PAN’s and/or breaches will be presented within 5 business days (i.e., by the next Monday).

b. Sick Leave

Full-time employees shall be assessed one (1) point for each (8) hours of sick time used under Section 31.1 Article 31, and one half point for every lateness, up to a combined total of thirteen (13) points in any one year rolling period. Two (2) points shall be assessed for each eight (8) hours of sick time used on weekends. "Weekend" for all shifts, except for the internal agency, begins 10:59 P.M. on Sunday each week. (Only one point will be assessed if the weekend shift is made up within eight weeks of the absence at manager's discretion).

The one year rolling period for purposes of calculating assessed points is measured one year back from the employee's most recent use of eight (8) hours' sick leave or the employee's most recent lateness/tardiness.

Points will be assessed and corrective action taken in accordance with Article 31.7 “Corrective Action” of Local 2415 Ohio Council 8 AFSCME.
c. Employee's failure to notify the department with a reason for their absence will be considered a voluntary resignation after three (3) consecutive days.

d. Employees who fail to report off work and/or fail to show up for work should be given a Breach of Policy Notice for the offense.

e. Application of Family Medical Leave is the responsibility of the employee. After more than three consecutive days of being sick, an employee is allowed to apply for Family Medical Leave retrospectively, but only with in two calendar days of return to work. Request for Family Medical Leave submitted requires the physician's certification prior to approval by the department director or chairman. All workers compensation incidences will utilize the Family Medical Leave Form.

2. Reporting Off

a. Employees must notify Central Control (419-383-4298) one hour prior to the beginning of their shift. In addition, employee must notify the department director/manager during normal business hours related to their shift on the day of the absence. At such time the department director or manager will instruct the employee on the divisions' procedures relating to such matters.

3. Late and Tardy

a. Employees must notify Central Control (419-383-4298) prior to the beginning of their shift if they are going to be late or tardy.

b. In addition, the employee must notify the department director/manager upon arrival that they are available to work. At such time the department director/manager will instruct the employee on the divisions’ procedures relating to such matters.

4. Vacation

Vacations will be in accordance with Article 46 in the Labor Agreement July 1, 2006 - June 30, 2009.