

(OPP-2)

DATE: October 9, 2020
FROM: Office of Physical Plant
TO: All Physical Plant Technical-Service Employees
SUBJECT: Procedure for Reporting Unplanned Absences

UNPLANNED ABSENCES:

1. An employee who is unable to report to work due to illness, injury, or family sickness must notify their supervisor at least one-half hour prior to the shift start time. Depending upon the nature of the absence, supervisors will inform employees if subsequent contact to Absence Management or Occupational Medicine needs to be made.

An employee must personally report off unless it is impossible to do so.

If an employee is unable to speak with their supervisor when they contact them, they must provide the following information when reporting off:

A. Name.

B. Date and time of call.

C. Reason for absence – be specific:

Illness (identify if experiencing COVID-like symptoms)

Injury (identify if personal or work-related)

Family Sick (identify relationship)

Death in Family (identify relationship)

D. Phone number where they may be reached.

2. An employee who expects to be off work for more than one day must speak personally to their supervisor (or designated alternate) to discuss the absence and expected date of return. The employee should tell the supervisor if the absence should be considered under the provisions of the Family and Medical Leave Act (FMLA).
3. If after reporting to work an employee wants to leave due to an injury or illness, whether work-related or not, or wants to use emergency vacation, the employee must personally contact the supervisor. Only the supervisor (or designated alternate) can authorize departure from work prior to the end of the work shift.

4. If an employee is absent from work for more than three consecutive workdays due to a non-work-related illness or injury, medical clearance documentation is required and must be submitted immediately upon return.

EMERGENCY VACATION:

An employee must directly contact their supervisor (or designated alternate) for approval of emergency vacation requests. The request for emergency vacation may be denied and the employee may be required to report to work. The supervisor will consider the circumstances which require the absence, workload, manpower availability, and the employee's record of emergency vacation in determining whether or not to grant emergency vacation requests. An employee who fails to report to work when emergency vacation is denied will not be paid and will be subject to disciplinary action.

Established as policy June 1, 1975

Revised April 1, 1978

Revised April 1, 1984

Revised January 20, 1987

Revised January 15, 1991

Revised January 11, 1993

Revised March 1, 1994

Revised September 3, 2001

Revised June 3, 2002

Revised February 1, 2016 (number change from OPP-3 to OPP-2 – Add references to FMLA)

Revised October 9, 2020 (removed Work Reception Center for reporting off work)