

Attendance Policy

I. Scope

This policy applies to management, administrative and support staff employees of Slippery Rock University of Pennsylvania.

II. Purpose

Its purpose is to establish an attendance policy, provide annual, sick and personal leave definitions, and establish guidelines consistent with collective bargaining agreements for policy administration.

III. Policy

Each employee is an essential component of the university. Anyone's absence or tardiness lowers efficiency; therefore, every individual is expected to report to work regularly and on time. Personal business obligations and commitments should be planned to not conflict with work schedules.

Supervisors, in conjunction with the Human Resources Department, will monitor leave records. Factors to be monitored are the frequency, reasons, and total time lost due to absences, tardiness and early departures. The university will pay individuals upon separation for all earned, unused leave consistent with the collective bargaining agreements. The excessive use of such leave prior to separation is unacceptable. Should an employee's absenteeism or tardiness be excessive, appropriate corrective or disciplinary action with just cause may be taken.

This policy defines annual, sick, and personal leave and provides guidelines for their use. Refer to your collective bargaining agreement for more specific guidelines as well as definitions of other leave types. All leave must be reported on a "Request for leave" (STD 330) form and approved by the immediate supervisor.

A. ANNUAL LEAVE

Annual (vacation) leave is time away from the job with compensation. It is given to provide time to rest and relax during the course of a year's work.

Annual leave begins to accrue with the first day of work, but is not available for use until the employee has completed 30 days of service. Annual leave requests must be submitted in writing and approved through the appropriate supervisor prior to use. An absence that is not scheduled and approved in advance may be cause for disciplinary action.

We anticipate that you will be able to take your vacation at your convenience. Should conflicts arise, however, management reserves the right to approve all vacation requests based upon maintenance of efficient operations. If management must limit the number of employees on vacation at the same time, the employee with the most seniority (based upon years of service) will be given first consideration. Consult your collective bargaining agreement for the proper time to select annual leave.

Excess Annual Leave

Unused, earned annual leave may be accumulated and carried forward from one calendar year to the next provided that the amount carried over does not exceed the maximum amount specified per bargaining unit. If an employee is required to work on the requested annual leave day and is unable to reschedule this day during the calendar year due to work demands, the calendar year will be extended for seven pay periods for scheduling purposes.

Payment of Earned Unused Annual Leave

Earned annual leave is subject to payment in full upon separation of employment.

B. SICK LEAVE

Sick leave is time away from the job with compensation. It has been provided by the university so that an employee's salary may continue during periods of bona fide sickness, off-the-job injury, and other family illness. Sick leave begins to accrue with the first day of work, but is not available for use until the employee has completed 30 days of service.

Sick leave shall be granted when, because of personal illness or off-the-job injury, employees are unable to perform their assigned duties. Employees are responsible for reporting their illness or injury to their supervisor prior to their starting time. A voice mail message on the supervisor's extension is an acceptable means of notification.

Employees are responsible for reporting their need for sick leave on a daily basis. Employees who received pre-approved sick leave for an extended period due to unique circumstances (i.e. outpatient surgery, hospitalization, doctor's request, etc.) are not required to call in each day for the approved time period. If the approved time period must be extended, the employee is responsible for notifying his/her supervisor immediately.

If employees call to inform their supervisors that they will be reporting for work late, and fail to arrive by the time originally stated, an additional call or explanation is required.

A doctor's certificate is required if the employee is sick and absent three or more consecutive scheduled work days. The university reserves the right to require a doctor's certificate where there is reason to believe that the employee has been abusing the sick leave privilege.

Paid sick leave may not be used for vacation or other similar purposes.

Sick leave may be granted for an employee's routine appointment with a physician, dentist, hospital, or optometrist, provided it is not possible for the employee to schedule the appointment on his/her own time. The request for such time off shall be made as far in advance as possible. Routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to the job as soon as the appointment is completed.

Sick family leave is to be used for the serious illness of a member of the employee's immediate family which requires the employee's absence from work. Refer to your bargaining unit contract for a definition of "immediate family" and for sick family leave entitlement. Management reserves the right to request proof of family sickness if there is reason to believe an employee has been abusing the sick family leave privilege.

Sick bereavement leave is to be used as time off for a death in the family. Refer to collective bargaining agreement for definition of family and the number of days available.

Each supervisor is responsible for reviewing the use of sick leave by each employee under his/her supervision. Employees shall be held strictly accountable for leave requests concerning sick leave. Misrepresentation shall subject the employee to disciplinary action.

Excess Sick Leave

Earned unused sick leave may be accumulated and carried forward from one calendar year to the next provided the amount carried over does not exceed the maximum amount specified per bargaining unit.

Payment of Earned Unused Sick Leave

Payment for earned unused sick leave is available for employees who meet certain retirement criteria. Refer to bargaining unit contracts for specific payment schedules.

C. PERSONAL LEAVE

Personal leave is time away from the job with compensation for personal reasons. Personal leave shall be scheduled and granted per the employee's request, subject to management's ability to maintain efficient operations.

Carryover

Earned unused personal leave shall not be carried over from one calendar year to the next. If an employee is required to work on the requested personal leave day and is unable to reschedule this day during the calendar year due to work demands, the calendar year will be extended for seven pay periods for scheduling purposes.

Payment of Earned Unused Personal Leave

Personal leave earned is subject to payment in full upon separation of employment.