3-02/090.18 - Employee Absence During the Rating Period

When an employee is off work for a significant period of time but has worked at least 10 days, a performance evaluation form should be completed with the appropriate ratings given of the employee's performance during the time the employee worked. A supervisor should complete the rating factors/categories and assign an "overall rating" as well.

A performance evaluation narrative should support the ratings given for the rating period and may include the following statement, if applicable, to address the significant period off work:

"This employee has been absent from work on an authorized leave from _____ to _____ (dates) during this evaluation period. The employee has not performed work to evaluate during that absence."

If an employee is off work for the entire evaluation period, a performance evaluation may be completed as follows:

- No ratings should be given in any of the rating factors/categories or in the "overall rating;" and
- A statement should be used in the narrative such as one shown above. If the foregoing narrative statement seems inappropriate, call Employee Relations/ Advocacy Services for a recommended narrative.