Station Order 30/06.00 EMPLOYEE ABSENCE REDUCTION PROGRAM

PURPOSE OF THE ORDER:

It is critically important that all employees report to work as scheduled. Employees identified as having unacceptable absenteeism or tardiness problems shall be required to provide notice in accordance with County Code 6.20.120 and this Policy.

The Los Angeles County Code, Section 6.20.120, states that: "Any employee absent due to sickness, injury, pregnancy, quarantine, nonâ€'emergency medical or dental care, or any of the leaves provided for in 6.20.080 of this code, may be required, before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to their department head that his absence was due to such cause."

An employee may have an absenteeism problem when he or she has unexpected absences with the following frequency:

- Has three or more separate incidents/absences in one month, or
- Has two or more separate absences in one month that are next to the employee's regular days off (RDO), or
- Has one or more Unauthorized Absences in one month, or
- Has been late two or more times in one month, or
- Has more unexpected absences in one calendar year than the employee earns in Sick Leave in one calendar year.

Failure to comply with this policy may result in disciplinary action.

ORDER:

Employee Responsibilities:

Unless circumstances prevent such notice, employees shall notify the respective onâ€'duty Watch

Commander or Watch Sergeant as far as possible in advance of any absence, but at least two hours prior to the scheduled reporting time, and shall provide the following information:

- Reason for absence
- Type of absence leave time to be credited
- Expected length of illness/absence
- Telephone number where employee can be reached

If an employee calls in and is unable to communicate directly with the appropriate supervisor, it is the responsibility of the employee to leave a message for that supervisor and then be available for a callâ€˜back from that supervisor.

Employees who call in with a medical problem are expected to remain at home during their shift hours unless their physicians have prescribed otherwise and be available to be contacted by phone or in person. If the employee needs to leave his or her home for medical reasons, he or she must contact the appropriate supervisor, and advise that supervisor of the reason and length of time that they will be absent from home.

Immediately upon the employee's return to work from an absence/leave that requires documented, satisfactory proof, an employee shall report and submit the appropriate documentation to their shift Watch Commander or Watch Sergeant. Failure to comply shall cause the employee's time record to remain unchanged and reflect as an Unauthorized Absence. An unauthorized absence is without pay. An Unauthorized Absence/Leave is unacceptable to the unit and may lead to counseling, an administrative investigation, improvement needed performance evaluation and/or discipline up to and including discharge. If the employee needs to leave his or her home for medical reasons, he or she must contact the appropriate supervisor, and advise that supervisor of the reason and length of time that they will be absent from home.

Supervisor's Responsibilities:

1. Upon receiving a request for an unexpected absence without prior approval, the handling supervisor shall:

a. Check the Absence Tracking Roster (a list of employees who have been identified as having absenteeism and/or lateness problems), maintained in his or her office, to see if the employee is listed as having an absenteeism problem. If the employee is not listed on the roster, then the handling supervisor shall exercise

his or her discretion in taking the callâ€˜in, and complete the Telephonic Notification Absence Request accordingly.

02/01/2016