

## 3-05-020 Employee Absences

### **PURPOSE OF ORDER:**

To establish policy for employee absences at Twin Towers Correctional Facility.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### **ORDER:**

When a routine absence, such as time off for vacation, medical reasons, etc., can be anticipated in advance of the absence date(s), the employee shall prepare an Absence Request Prior Approval form (SH-R-96), in duplicate, and submit it to the Scheduling Office for approval. Refer to MPP 3-02/030.05, Routine Absences.

Except when sickness or injury to himself or his immediate family keeps him from reporting for duty, an employee shall be absent only with proper leave or permission.

An employee unable to report for duty shall immediately report the fact and reasons to the Watch Commander or his designee. No employee shall feign sickness or injury to deceive a representative of the Department regarding his condition. Refer to MPP 3-01/050.50, Absence.

Employees shall notify their unit of assignment regarding their inability to return to duty as far in advance as possible, but at least two hours prior to the scheduled reporting time. If an emergency prohibits such notification within the prescribed time frame, employees shall make such notifications as soon as possible thereafter. Refer to CDM 3-01/040.00, Employee Absences.

The Watch Commander, or his designee, shall complete the Absence Request Telephonic Notification Form (SH-R-96). Employees shall provide the following information:

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

**NOTE:** The phone number provided shall be the employee's residence.

When absent due to illness or injury, employees shall remain at their place of residence unless otherwise directed by a physician. Employees shall not turn their telephone ringer off or have an answering machine pick up for them.

**NOTE:** Employees needing to leave their residence for medical treatment shall call the Watch Commander or his designee to advise the length of time estimated to be away from their residence. The employee shall notify the Watch Commander or his designee upon return to their residence.

Each supervisor shall determine the authenticity of sickness or injury reported by or on behalf of subordinates. He shall take steps to make a determination concerning the justification for the absence. Refer to MPP 3-01/020.75, Reports of Sickness.

In compliance with Department mandates, supervisors may call an employee to verify illnesses or other causes of absence, or may visit the employee's home to make such verification.

The County Code provides that any employee who is absent due to sickness, injury, quarantine, or non-emergency medical or dental care, may be required to furnish a doctor's certificate, or other proof satisfactory to the Unit Commander that his absence was due to such cause. Refer to MPP 3-02/030.05, Routine Absences.

#### Employee's Personal Information Update

All personnel are required to notify the Unit Commander within five (5) days of any changes of personal data such as name change, address, telephone number, marital status, the name of the person to be notified in case of an emergency, etc. Any personal data change shall be made on an Employee's Personal Information form (SH-AD-91).

NOTE: Post office boxes and answering services do not meet these requirements.

Military Leave - Refer to MPP section 3 02/030.10.

Maternity Leave - Refer to MPP section 3 02/030.20.

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