3-02-040 Employee Absence Tracking

REFERENCE: CDM 3-01/040.00; LA County Code 6.20.080, 6.20.120; MPP 3-01/050.45, 3-01/050.50, 3-02/020.30 - 3-02/040.55

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for tracking unapproved absences and tardiness of employees at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at PDC South Facility.

ORDER:

Los Angeles (LA) County Code 6.20.120, “Proof of Absence,” states, “Any employee absent due to sickness, injury, pregnancy, quarantine, nonemergency medical or dental care, or on any of the leaves provided for in Section 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 his department head that his absence was due to such causes.”

It is critically important that all employees report to work as scheduled. Employees who are consistently tardy, or absent without prior approval, shall be required to provide notice in accordance with this policy.

An employee may be considered consistently tardy, or absent without prior approval when any of the following conditions are met:

- Three (3) or more separate absences in one (1) month
- Two (2) or more separate absences in one (1) month that are in conjunction with the employees’ regular days off (RDO)
- One (1) or more unauthorized absence in one (1) month
- Tardy two (2) or more times in one (1) month
- More unexpected absences in one (1) calendar year, than the employee earns in sick leave in one (1) calendar year.

<u>EMPLOYEE RESPONSIBILITIES</u>

Employees shall notify the facility’s on-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 to be credited
- Expected length of illness/absence
- Telephone number where employee can be reached

If an emergency prevents such notifications within the prescribed time frame, employees shall make such notifications as soon as possible thereafter.

If an employee calls in and is unable to speak with the appropriate supervisor, it is the responsibility of the employee to leave a message for that supervisor and be available for a call-back.

Employees who call in with a medical problem shall remain at home during their shift hours and be available to be contacted by phone or in person. If the employee needs to leave their home, they shall notify the appropriate supervisor (i.e., on-duty watch sergeant or watch commander), and explain the reason and length of time the employee will be absent from home.

When an employee returns from an absence that requires proof of injury, illness, or other absence, the employee shall submit the required documentation within 72 hours to the handling supervisor. The handling supervisor shall immediately provide the scheduling/training sergeant with the documentation. Failure to submit the required documentation within the allotted time will result in an unauthorized absence (UA) on the employee's time sheet, which is an unpaid absence.

Unauthorized absences and excessive tardiness may lead to any of the following:

- Counseling
- Investigation
- "Improvement Needed" reflected on performance evaluation

SUPERVISOR RESPONSIBILITIES

Upon receiving a request for an unexpected absence without prior approval, the on-duty supervisor shall:

- Check the absence tracking roster (a list of employees who are excessively absent or tardy)
- If the employee making the absence request is not listed on the roster, the handling supervisor shall exercise their discretion in completing an Absence Request Telephonic Notification (SH-R-96)
- Note: Nothing in this subsection prevents the handling supervisor from imposing the requirements described in the following subsection on any employee, on a case-by-case or as-needed basis.
- If the employee is listed on the roster the handling supervisor shall read to the

  employee, the "Unauthorized Absence Admonition" which admonishes the

  employee that the absence will be deemed "unauthorized." The supervisor shall

  ensure to read that portion of the admonition related to the reason why the

  employee is calling-in (i.e., medical related or non-medical related) and specify to

the employee what is considered “proof satisfactory” (e.g., doctor’s note, vehicle

repair receipt, etc.)

- The handling supervisor shall complete the SH-R-96 and document the absence as UA
- Give the completed Unauthorized Absence Admonition form to the scheduling/training sergeant, who shall keep track of the applicable 72-hour period
  - If the employee does not provide satisfactory proof of the reason for the unauthorized absence within 72 hours after returning to work, the handling supervisor shall issue a copy of the Final Notice memorandum to the employee, keeping the original on file in the scheduling/training office
  - If the employee provides satisfactory proof of the reason for the unauthorized absence within 72 hours after returning to work, the handling supervisor shall forward the proof to the scheduling/training sergeant, along with an amended SH-R-96
    - The scheduling/training sergeant shall remove the UA from the employee’s time sheet and add the employee’s desired time off

Absence Tracking Roster

Each handling supervisor shall be provided a regularly updated roster of employees who are considered excessively absent or tardy, based on the criteria outlined herein and an analysis of their time records. It shall be the responsibility of the scheduling/training sergeant to update this roster.

When an employee calls in sick, the supervisor taking the call shall refer to the employee’s twelve-month call-in history, which is displayed on the Scheduling Management System (SMS). Using both the SMS historical data and the absence tracking roster, the handling supervisor shall determine whether further action is warranted. The time period for tracking employee absences shall be one (1) calendar year.

The scheduling/training sergeant shall ensure the following:

- Newly added employees (indicated on the absence tracking roster by an asterisk) shall read and sign a copy of the attendance memo (located in the following South Facility share file: [REDACTED TEXT]
- The original, signed attendance memo shall be filed in the scheduling/training office
- The employee shall receive a copy of the signed attendance memo

When an employee calls in sick and uses most of their accrued sick leave time, supervisors shall ensure the following:

- Three (3) shifts prior to maximum accrued hours being used:
  - The employee shall meet with shift watch commander to discuss reasons for the excessive absences
  - Possible corrective measures
    - Mentoring
    - Unit level performance review
    - Employee Support Services counseling
- One shift prior to maximum accrued hours being used:

- The employee shall meet with the unit commander (and the shift sergeant) to discuss alternatives to calling in sick in the future