



# PERSONNEL RULES AND REGULATIONS

<b>RULE 6:</b> <i>General Terms and Conditions</i>	<b>EFFECTIVE:</b> <i>January 1, 2015</i>
<b>REGULATION 9:</b> <i>Attendance</i>	<b>Pages:</b> <i>1 of 3</i>

## Section 1: Introduction

Employees of Sarpy County are expected to perform their job as effectively and efficiently as possible. Part of such performance is attendance. Prompt and regular attendance is essential to the operation of County Offices. The County is entitled to regular attendance from all employees and considers attendance to be an essential job function for every job.

The County is aware that it may be necessary for employees to be absent from work and that emergencies, illnesses, or pressing personal business, which cannot be scheduled outside work hours, may arise. Paid Leave is to be used for this purpose.

However, excessive unapproved absences, being tardy, or leaving early are detrimental to the County's ability to meet the public's expectations and will not be tolerated. Exceptions for extenuating circumstances will be considered when evaluating attendance under this Regulation by Department Heads.

## Section 2: Definitions

The following definitions are meant to provide clarity to the terms used within this Regulation:

*Absence:* Occurs when employees miss a partial and/or full scheduled shift, excluding leaving early or being tardy.

*Leaving Early:* Occurs when employees depart from work prior to the end of their scheduled shift.

*Tardy:* Occurs when employees arrive to work after their designated start time.

*Unapproved Absence:* Occurs when employees fail to follow the provisions of reporting an absence, the reason for absence is not acceptable, or they are in an unpaid leave status not provided for by departmental discretion, PRR, or by law.

*Unpaid Leave:* Occurs when employees are absent and without benefit of paid leave time. *Refer to Rule 12: Types of Leave* for further information.



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## Section 3: Provisions

### A. Absence:

Employees who are unable to work shall notify their Department Head in accordance with their departmental procedures. Employees unable to call in because of an illness, an emergency, or for some other reason should have someone notify their Department Head on their behalf. For non-FMLA continuous absences, employees are expected to make notification each day they are absent unless other arrangements are authorized by the Department Head. Failure to provide notification may result in discipline, up to and including termination.

If employees become ill during work hours, they must notify their Department Head prior to leaving the work premises. For advance absences, employees must obtain pre-approval in accordance with departmental procedures.

Any unauthorized absence by employees from duty shall be an absence without pay. **Employees who are absent from work for three (3) consecutive days without authorization shall be deemed to have voluntarily resigned.**

### B. Tardy:

Rarely is being late excusable. Employees who anticipate they will be arriving to work late shall make every effort to contact their Department Head to notify them of their expected time of arrival.

### C. Leaving Early:

Employees shall request approval from their Department Head prior to leaving early. If approval is granted, employees are required to use paid leave as applicable. If denied, employees are expected to remain at work.

### D. Recordkeeping:

Departments shall keep daily attendance records of its employees. Department Heads will note any unapproved absence or incidence of being tardy or leaving early as well as the reason for such. Attendance records will be considered when evaluating requests for promotions, transfers, leave requests, and approved time off, etc. Refer to *Rule 12: Types of Leave* for further information.

## Section 4: Violating Attendance

***In general***, two (2) unapproved absences in a 60 calendar day period or a consistent pattern of absence will be considered excessive and the reasons for the absences will come under question.



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Two (2) incidences of unapproved tardiness or unapproved leaving early in a 60 calendar day period will be considered a “ pattern” and will carry the same weight as a single absence. Other factors, such as the degree of lateness may be taken into consideration.

Violations under this Regulation may lead to disciplinary action, up to and including termination. Refer to *Rule 7: Disciplinary Actions* for further information.