



## **Absent Without Approved Time Off Policy**

### **Policy Statement**

To manage the use of Vacation Time and Sick Time, this policy offers additional guidance for employees and supervisors/managers. It is important to ensure that time off from regularly scheduled work hours is accounted for using the employee's paid time off if other arrangements between the employee and management have not been made. Normal business hours are 8:30 am to 5:00 pm.

Employees who do not report to work on time will be considered Absent Without Approved Time Off, and disciplinary measures might be warranted.

### **Staff Member Responsibility**

- Follow the Louisburg College Time Off policy and procedures.

- **Vacation Pay**

On the first day of the new fiscal year, employees will have available for use all of their vacation days --- meaning the employee must still "earn" the number of hours he or she is being granted but may begin using unearned vacation days at their pleasure provided it meets the work schedule/needs of the department and supervisor approval is granted.

To take vacation time, employees must utilize the ADP Workforce Now system to submit an Absence Request to their supervisor for approval in advance of taking the time off. (Employee Handbook, P. 24)

- **Sick Pay**

Louisburg College provides paid sick time to all eligible employees for periods of temporary absences due to illness or injury.

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Eligible employees may use sick time for an absence due to their own illness or injury or that of a family member who resides in the employee's household and is dependent upon the employee for their care. The term "family member" refers to a child, spouse, or parent.

It is the responsibility of all employees to contact their supervisor if they will be absent or late – generally within 15 minutes of their normally scheduled start time. Simply leaving a voice mail message for the supervisor or Human Resources is not entirely acceptable contact. Employees may leave a message, but it is their responsibility to call back and speak directly to their supervisor or Human Resources regarding an absence or need to be late. The supervisor must also be contacted on each additional day of absence.

If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested for other sick time absences as well and may be required as a condition of receiving sick time benefits. (Employee Handbook, P. 26)

Use ADP Workforce Now to request approval for absences. The use of Vacation Time should be approved in advance. The use of Sick Time can be requested in advance for medical appointments; for illness, the request to use sick time should be submitted as soon as possible once the employee returns to work.

When using Vacation Time or Sick Time in any quantity, the total number of hours for the day must total eight (8) hours or normal number of hours for Part-time Regular employees. For example, if an employee works six (6) hours and then leaves for a medical appointment, he or she must request two (2) hours of Sick Time.

It is the responsibility of employees to request time off, and the supervisor/manager should not have to ask employees to submit their time off request for absences from work. If this becomes a common issue, disciplinary measures might be warranted.

If employees experience a situation that results in being absent without time off, they should not submit a timesheet showing they were at work. Claiming pay for work is a serious offense.

## **Supervisor/Manager Responsibility**

- Supervisors and managers should encourage employees to take vacation hours throughout the fiscal year to avoid the situation of last-minute use or lose hours that exceed the 40-hour rollover limit. They should also encourage employees not to come to work when they are ill, but instead, ask employees to use their sick time to avoid spreading the illness.
- The supervisor or manager is responsible for approving employee requests for time off, such as vacation time, sick time, or other time off as described in the Employee Handbook, and the approval or denial should be in a timely manner. Denials of time off requests must be substantiated with a valid reason.
- Time off requests for vacation time is required to be requested prior to the absence, although situations may require exceptions to this policy.
- If an employee is absent due to illness, the supervisor/manager is responsible to ensure that the employee has submitted a request for sick time.

## **Disciplinary Action**

Absent Without Approved Time Off means that an employee is absent from work without his or her supervisor's or manager's permission – it is an unexcused absence. The length of the absence doesn't matter. Employees may be charged with Absent Without Approved Time Off in many circumstances. Here are some examples that qualify:

- The employee's request to use time off did not comply with the Louisburg College Policy.
- The employee failed to make a request to use vacation time before the absence.
- The supervisor or manager properly denied a request to use time off, but the employee was still absent.
- The employee failed to report for his or her normally scheduled work hours.
- The employee was at work but left his or her workstation without permission.
- Upon returning to work after three days or more of sick time, the employee failed to provide medical documentation supporting the absence.

Absent Without Approved Time Off is considered workplace misconduct and could warrant disciplinary measures up to and including termination. The standard discipline includes:

- An extended period of absence is considered a resignation from the position, and the employee will be terminated.
- If an employee fails to submit a request for vacation time or sick time as required, the first level of discipline is to give a written warning.
- If failure to submit requests for the use of vacation time or sick time continues, this pattern of behavior will warrant suspension without pay or termination.

For questions or concerns about his policy, please visit with the Director of Human Resources.