

ADMINISTRATIVE DIRECTIVE

2.8.12 UNSCHEDULED ABSENTEEISM POLICY

I. Authorization

The State Civil Service Commission in accordance with Civil Service Rule 12,6 has approved this policy regarding Non-disciplinary Removals for Employees' Absences from Work.

In addition, this policy has been approved by the Chancellor at Louisiana State University Health Sciences-Shreveport (LSUHSC-S) and E. A. Conway and applies to all Permanent Status Civil Service Classified employees. The effective date of this policy is September 1, 2003.

II. Purpose

This policy allows a Civil Service Classified Employees removal for frequent unscheduled absences from work. The intent of this policy is to give LSUHSC-S and LSUHSC - E.A. Conway practical means by which to control absenteeism, which is a significant obstacle to good employee morale and productivity. This policy is not to punish employees, but rather to accomplish the following:

- a. Reduce unscheduled, disruptive absenteeism and encourage more responsible leave usage by employees,
- b. Raise employee morale by reducing the negative effects of absenteeism on coworkers who must often perform the duties of absent employee.
- c. Improve service to patients clients and customers by promoting good employee attendance.

III. Definitions

Non-disciplinary Removals- A State Classified Service employee may be nondisciplinary removed under Civil Service Rule 12.6 without the adverse consequences of Civil Service Rules 6.5 (c); 7.5(a) 7; 89(d); 8,13(a) 7; 8.15(d); 8.18(d) and (e); 11. 1 8(b) and 17.25(e) 4. Subsection (a) is subject to the provisions of the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA).

Classified Employee All employees of LSUHSC S employed and LSUHSC EA. Conway in State Classified Service.

Unscheduled Absence- For all employees who have been given written supervisory notices regarding their absenteeism. An unscheduled absence shall be one for which the employee did not obtain verbal or written Supervisor approval forty eight hours prior to the employees scheduled workday. Absences coded, as unscheduled must be for

a minimum five (5) hour period.

IV. Policy

Under the provision of this policy an employee may be non disciplinary removed in accordance with Civil Service Rule 12.6 (a) 1 and 12.6(a) 2, under the following circumstances:

12.6 (a) 1 "When, on the effective date of removal, the employee is unable to perform the essential functions of his/her job due to illness or medical disability and he/she has fewer than eight (8) hours of sick leave to his/ her credit and his/her job must be performed without further interruption. When an employee is non disciplinary removed under this provision, he shall be paid all remaining sick leave."

OR

12.6 (a) 2 "When an employee has more than nine (9) unscheduled absences during any consecutive 26 week period. One unscheduled absence may be any continuous period or minimum five (5) hour period. Approval of leave, after the fact to cover an unscheduled absence shall not prevent the absence from being considered unscheduled."

No absences, which occurred before the effective date of this policy, will be allowed to count toward the number of unscheduled absences.

Absences that are approved for use under the provision of Federal and State Law, such as Family and Medical Leave Act (FMLA), leave granted for the purpose of accommodating under the Americans with Disabilities Act (ADA), will not be considered as an unscheduled absence. However, employees are expected to comply with LSUHSC S and LSUHSC EA. Conway policies and practices regarding notice to supervisory personnel when absences will be necessary.

Absences that are approved for use under the provision of the Pregnancy Discrimination Act (PDA) will not be considered as an unscheduled absence.

Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. Although the rule allows the approval of leave after the fact, the department retains the right to place an employee on unauthorized leave without pay for any unscheduled absence for which the supervisor will not grant approval, This includes the denial of a request for annual leave.

The supervisor may require a physician's statements to verify the legitimacy of sick leave, whether it is scheduled or unscheduled.

Use of this policy does not prohibit the department from taking appropriate disciplinary action for unauthorized absences if such action is deemed appropriate.

The supervisor shall ensure that the employee is notified each time an absence is counted as an "unscheduled" absence, and shall maintain sufficient documentation of the notices. Unscheduled Leave Codes are established within The Time and Attendance System (TACS) and shall be utilized to appropriately record an unscheduled absence.

No absence will count for the purpose of this rule until the employee has been given written notice. Written notice can only be Issued after a minimum of two documented unscheduled leave occurrences In a six month period.

The Department of Human Resource Management (an appointing authority), before removing a permanent employee under this policy, will follow the pre removal process stated in Civil Service Rule 12.7. Human Resource Management (appointing authority) will give prior written notice of such removal in compliance with Civil Service Rule 12.8.

V. Appeal

The Department of Human Resource Management (an appointing authority) reserves the right to grant exceptions to this policy based on rational business reasons.