

SOUTHERN UNIVERSITY SYSTEM

Policy Resolution

Removal for Unscheduled Leaves

APPROVED BY SYSTEM PRESIDENT: _____

APPROVED BY BOARD OF SUPERVISORS: _____

EFFECTIVE DATE: _____

AUTHORITY: *POLICY RESOLUTION ON REMOVAL FOR UNSCHEDULED
ABSENCES: UNCLASSIFIED STAFF/EMPLOYEES*

**ADOPTED BY THE SOUTHERN UNIVERSITY BOARD OF
SUPERVISORS**

REASON FOR THE POLICY

The following policy is adopted to facilitate supervisors' efforts to encourage responsible use of leave. The intent of this policy is not disciplinary in nature rather it is designed to foster the best interests of the Southern University System and enhance service to the State of Louisiana by reducing unscheduled leaves and disruptive absenteeism. It is also intended to improve morale by reducing the detrimental effects that frequent unscheduled absenteeism has on others in the workplace who must often perform the duties of the absent employee or be delayed in the performance of their own jobs. This policy is designed to improve and upgrade the university's services to its students, employees, clients and other customers by promoting good employee attendance. The existence of such a policy also allows supervisors the opportunity to plan for employees to be absent because appropriate and required notification is timely given.

RULE BASIS FOR THE POLICY

The policy is based on the following Board of Supervisors Policy Resolution, which reads as follows:

POLICY RESOLUTION: Non-disciplinary Removals - Unscheduled Absences

WHEREAS, the Southern University System desires to promote its mission through the provision of quality services to those who enroll at the University, seek assistance from various university departments and need support from others within the University to perform their duties at an increasingly higher level; and

WHEREAS, the failure of employees to timely report the need to be absent from work can disrupt the work environment and require others to have to perform the duties of the absent employees and prevent supervisors from being able to plan for the timely and efficient delivery of services required of that work entity; and

WHEREAS, the Board of Supervisors finds that it is in the best interest of the Southern University System to establish a policy to allow supervisors to recommend terminating employees, after the employee has been given due warning and notice by his/her supervisor, whose frequent, unscheduled absenteeism detrimentally affects the efficient operation and delivery of services in the place in which he/she works.

NOW, THEREFORE, BE IT RESOLVED that the System President or his designee, in consultation with campus Chancellors and appropriate staff, is directed to develop guidelines and procedures for implementing the tenets of this policy, including provisions that will be in keeping with Civil Service Rule 12.6(a)2 for classified employees, to be applicable to all Southern University employees as indicated.

BE IT FURTHER RESOLVED that the System President shall submit the recommended policy and related procedures to the Board of Supervisors for approval after an opportunity for period of comment is provided to university employees, as applicable.

Policy: Unscheduled Leave/Absences: Unclassified Employees

When an unclassified employee has more than nine (9) unscheduled absences during any consecutive 26-week period, after having been duly warned, he/she may be recommended for removal/termination to the Campus Chancellor. One unscheduled absence may be any continuous period of absence, with each three consecutive days being considered as one absences. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. Before a department can apply the provisions of this policy, the supervisor must obtain prior approval of the vice chancellor in charge of the unit.

The provisions of this rule may be made generally applicable to all unclassified employees. An unclassified employee may be removed in accordance with this policy, however, such action is subject to the provisions of the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA).

This policy shall be issued and posted in such a manner that assures availability to all employees.

Unclassified employees are governed by the regulations, rules and other mandates of the Southern University Board of Supervisors and System and Campus Administration and are subject to the provisions of this policy, unless otherwise exempted by the System President or such is approved in a separate policy that governs their attendance. Faculty members and other designated university administrators above the level of Deans/Directors are exempt from the application of this policy.

SOUTHERN UNIVERSITY SYSTEM POLICY

All entities in the Southern University System shall apply the Board of Supervisors' policy on unscheduled leaves, subject to the following:

EMPLOYEES COVERED BY THIS POLICY

This policy shall be applicable throughout the Southern University System and it applies to any unclassified employee within the System who has been given a written supervisory notice regarding his or her unscheduled absenteeism. Such a written notice must have the approval of the unit's vice chancellor or campus chancellor, as applicable. No absence will count for the purpose of this rule until the employee has been given such a notice. The business reason for this policy is as follows:

This method of applying this policy is designed to address and deal with those individuals whose unapproved and/or unscheduled absenteeism has caused problems for the university. Furthermore, this method will help ensure that the affected employee is given every chance to improve his or her attendance through personal attention and clear communication of expectations by the supervisor and/or budget unit head.

Southern University expects all unclassified employees to assume diligent responsibility for their attendance and promptness in reporting to work. All unclassified employees are expected to be at their assigned work place, ready to work at their regular starting time each day on which they are scheduled to work unless they have been granted prior approved leave.

NOTIFICATION TO THE EMPLOYEE

The supervisor and/or budget unit head shall ensure that the employee is notified each time an absence is counted as an unscheduled absence, and shall maintain sufficient documentation of such notices. The notification should also include the employee's total number of unscheduled absences within the period under review (up to the last 26 weeks). Notification to the employee is to be done using the Unscheduled Absence Notification Form. Through this notification, employees should know at all times how many unscheduled absences they have accumulated. This information should be available for examination at all times in the employee's departmental personnel file. The Head of the Budget Unit in which the employee works is delegated as the responsible authority to issue this notification.

DEFINITION OF UNSCHEDULED ABSENCE — For 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 approval by close of business on the employee's last regularly scheduled workday prior to the absence or within the time frame established by the employing department's policy. A supervisor and/or budget unit head may request an exception(s) from this provision from the vice chancellor of the department's unit for rational business reasons. One unscheduled absence may be of any continuous duration (e.g. fifteen minutes, one hour, four hours, one day, three days, etc.). This also includes those absences requested by employees to leave early during the same day or work schedule.

DOCUMENTATION OF ABSENCES:

Supervisors and/or budget unit heads should be aware that no action will be taken under this policy unless sufficient documentation is maintained. Time sheets and change in payroll forms generated to document the employee's payroll, other departmental attendance records, punched time cards and/or leave request forms will be required documentation.

APPROVAL OF LEAVE AFTER THE FACT

Approval of leave after the fact to cover an unscheduled absence shall not prevent the absence from being considered unscheduled.

LEAVE WITHOUT PAY

Although the rule allows for the approval of leave after the fact, the university retains the right to place an employee on unauthorized leave without pay for any unscheduled absence for which the supervisor and/or budget unit head will not grant approval. This includes the denial of requests for annual leave.

SICK LEAVE VERIFICATION

The supervisor and/or budget unit head may require doctors' statements or some other proof acceptable to the university to verify the legitimacy of a request for sick leave, whether it is scheduled or unscheduled.

DISCIPLINARY ACTION

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

EXCEPTIONS

FMLA and ADA

Leave that is approved for use under the provisions of the Family and Medical Leave Act (FMLA) and leave granted for the purpose of an accommodation under the Americans with Disabilities Act (ADA), will not count as unscheduled absences. However, employees are

expected to comply with University policies and practices regarding notice to supervisory personnel when absences related to FMLA or ADA are necessary.

Unforeseen Absences

Verifiable unforeseen absences which become necessary after the employee reports to work, such as having pick up a child who becomes sick at school, and for which the supervisor and/or budget unit head would grant approval for leave would be excluded. The supervisor, budget unit head and/or the vice chancellor of the unit and/or human resources office retains the right to require acceptable proof to verify the legitimacy of the leave in order to determine if an exception is warranted

Exceptional Circumstances

The system president, campus chancellor or unit's vice chancellor may grant exceptions to the normal provisions of this policy for rational business reasons. The Head of the Budget Unit in which the employee works is the delegated authority to grant such exceptions within the unit.

APPLICATION OF POLICY:

Department heads, directors and supervisors are to apply the provisions of this policy on a case-by-case basis, considering rational business reasons and the consequences of a particular employee's absence. Unscheduled absences for some positions are more disruptive than others. Any employee who is determined by his/her supervisor to be abusive of the university's leave policies must be notified that the tenets of this policy will be applicable to him/her and the effective date thereof. With the approval of the designated appointing authority, a record of attendance for the employee will be maintained by the supervisor of his/her work unit. Each time that the employee absence is deemed to be unscheduled, he/she will be so notified and appropriately warned. If the employee amasses more than nine (9) unscheduled leaves, of any period of duration, he/she may be terminated based upon the supervisor's supporting documentation.

Supervisors and/or budget unit heads should never discriminate against employees based on race, sex, age, national origin, marital status or any other non-meritorious factor.

Recommended:

Leon R. Tarver II, Ph.D.
President
Southern University System

Date

SOUTHERN UNIVERSITY SYSTEM
UNSCHEDULED ABSENCE NOTIFICATION FORM

To:	Date:
Title:	Dept:
From:	Title:
Dept:	

This is to advise you that your absence on _____ from _____ to _____ is being designated as an unscheduled absence. This is unscheduled leave of absence number _____ in the previous 26 consecutive week period.

You are advised that an employee may be terminated from employment with the University in accordance with the Board of Supervisors Policy Resolution and/or Civil Service Rule 12.6 on Unscheduled Absenteeism when the employee has **more than nine (9) unscheduled absences** during any consecutive 26-week period.

Appointing Authority Approval: _____ Date _____

Supervisor's Signature: _____ Date _____



This is to certify that I have been advised that my leave of absence as indicated has been designated as an unscheduled absence.

Employee Signature:		Date:
Witness 1 Signature:		Date:
Witness 2 Signature:		Date:

(SAMPLE - SUPERVISORY NOTICE REGARDING ABSENTEEISM)

SOUTHERN UNIVERSITY (Campus Correspondence)

TO: Employee

DATE:

FROM: Department Head/Director
Delegated Appointing Authority

RE: Supervisory Notice Regarding Unscheduled Absenteeism

This is to advise you that due to your unscheduled leave taken on _____, the university will begin counting unscheduled absences in accordance with the University's policy regarding Civil Service Rule 12.6(a)2: Non-disciplinary Removal for Unscheduled Absences and/or the Board of Supervisors' Policy Resolution on Unscheduled Absenteeism.

This will serve as your supervisory notice. You are further advised that an employee may be terminated when the employee has more than nine (9) unscheduled absences during any consecutive 26-week period.