
Combined Court Operations Organizational Unit 2000 *Personnel Policy & Procedure*

Effective Date: July 6, 2015	Attendance and Time Reporting	Policy No.: n/a
Replacing: Organizational Unit 2000 - Personnel Work Rules		Page No.: 1 of 4
Originated: n/a		Section:
Approved by:		

Policy Statement: One of the most important contributions you can make to Milwaukee County's success is to report to work regularly and to be on time. Attendance is an essential function of your job at Milwaukee County and all employees are required to meet attendance expectations.

- (1) Being on time means you must be at your workstation and ready to work for the start of your shift.
- (2) Failure to report for work as scheduled, results in lost productivity and imposes on your fellow employees.
- (3) Excessive absenteeism or tardiness may result in corrective action up to and including termination.
- (4) Physician statements will be requested **ONLY** under limited circumstances outlined by county ordinance. Submission of a physician's statement does not make the absence excused.
- (5) Requiring an employee to go to the physician is costly not only to the employee but also to the county.

Work Hours:

All employees are given a scheduled shift at the start of their employment with the department (i.e., start time and end time). Employees are expected to be engaged in work activity during that shift, except during scheduled breaks and lunch time or when time off is authorized as outlined below. All employees must get prior approval from their supervisor before performing work during time that is not part of the regularly scheduled shift. Any employee engaging in work before or after those hours without authorization could be subject to corrective action.

Request for Time Off:

Vacation: Vacation time will be approved in a calendar year in accordance with the yearly memo sent out by the department head. Any requests to take vacation time not approved during that process must be submitted and approved by the supervisor in advance of the scheduled shift.

Minor Holiday or use of accrued holiday must be submitted and approved by the supervisor in advance. The employee must make sure that they schedule and use the accrued minor holiday within six months of accrual. Accrued minor holiday time will not be approved until after it is accrued.

Personal Time: Employees are encouraged to request and receive approval of personal time in advance. However, supervisors will make every effort to approve called-in personal time requests, subject to operational needs. If an employee is calling in a request for a personal day, they shall call their supervisor within 30 minutes of the time he/she would normally have been scheduled to start working. If employee's immediate supervisor is not available, employee must leave a message on voice mail stating their request and a phone number at which the employee can be reached until at least 8:45 a.m. The supervisor will contact the employee to advise if she/he is unable to grant the request and will give the employee the opportunity to come to work. If the supervisor is unable to reach the employee the employee may be subject to corrective action. Employees may not call in a personal day if he/she was previously denied a request for vacation/holiday for that day.

Time off Due to Illness: If an employee is ill and will not be coming to work, they shall call their supervisor within 30 minutes of the time he/she would normally have been scheduled to start working. If employee's immediate supervisor is not available,

employee must leave a message on voice mail identifying the type of time they wish to use and their home phone number for immediate supervisor to return call, if necessary. Messages shall not be left with co-workers or other line staff. Unless an employee is on an approved leave, the employee is required to call in each day unless specifically excused from doing so by their supervisor.

Bereavement:

Sick leave allowance may be used for other time away when an employee's presence is required and the employee has accrued sufficient sick allowance hours. The request must be made and approved by the supervisor in advance and reasonable documentation must be provided to the department. For payroll purposes, employee must also note on their timesheet (1) the location of the funeral and (2) the family relationship when using bereavement (BERV).

	Critical Illness	Death	Wedding
Immediate Family of Employee			
Husband, wife, child, stepchild, brother, sister, parents or foster parents, stepmother, stepfather, stepsister, stepbrother	3 days	3 days, plus travel	1 day
Wife or husband of members of employee's immediate family			
Son-in-law, daughter-in-law, husband or wife of (step)brother/(step)sister	1 day	1 day, plus travel	No provision
Immediate Family of Spouse			
Brother, sister, or parents of employee's spouse	1 day	1 day, plus travel	No provision
Other close relatives			
Aunt, uncle, first cousin, niece, nephew, grandparent, or grandchild of employee or spouse, great grandparent, grand or great nephew, grand or great niece,	No provision	1 day, plus travel	No provision
Other causes for excused time			
Funeral of fellow worker	½ day if approved by Department Head		

- If the funeral occurs in Milwaukee or vicinity, a maximum of three days leave with pay will be allowed.
- If the funeral occurs elsewhere, additional travel time may be allowed as follows:
 - Up to seventy-five (75) miles – none.
 - Between seventy-five (75) miles and one hundred fifty (150) miles – one (1) day.
 - Over one hundred fifty (150) miles – two (2) days.
- Where one day is authorized, it must be taken on the day of the funeral.
- Where more than one day is authorized, days taken must be consecutive calendar days, one of which must be the funeral.
- When two travel days are authorized, one day must precede the funeral and one day must follow the day of the funeral.
- An employee's scheduled off days will be considered part of the total funeral leave allowed when they fall within the allowed time off. Scheduled vacation days falling within the bereavement period may be rescheduled for later in the year.
- An employee scheduled to work the night shift will have the option of taking off the night before or the night after the day of the funeral.

Medical Appointments: Employees may use sick time for scheduled medical appointments (MED) for themselves or minor children (up to 3 hours per appointment, at least one hour must be worked in the same day to use MED time) provided the following:

- Employees are to notify supervisors and get approval in advance of the date of the appointment.
- Appointments are to be scheduled at the beginning or near the end of the employee's work day so as to minimize disruption to workday.
- Employees must provide documentation of the appointment if the employee is seeking to use MED time.

Other Time: An employee may use other time to which he/she is entitled (e.g. jury duty, military duty, etc.) as long as the absence is approved by the supervisor in advance.

Deviations from these rules may be granted only with the approval of the department head.

Medical Certification/Return to Work: An employee with an absence more than three consecutive workdays shall be required to submit a medical release verifying the inability to attend work and documenting the employee's current status before returning to work. Managers may request medical verification for shorter absences at their discretion, only in consultation with human resources.

Tardiness: Tardiness is an employee's failure to be at his or her work area, ready to work, at the start of the workday, after a break or following a lunch period. For tardiness incidents involving less than ½ hour of time, management either approves or disapproves use of personal time for tardiness depending on reasonableness and frequency of requests. In rare circumstances, management may allow use of make-up time. Tardiness in excess of 5 occurrences per rolling 12 month period is subject to corrective action.

Leave Early: A leave early is when an employee leaves the work area prior to the end of the workday without authorization. Leave early is subject to the same rules as tardiness and may also result in corrective action.

No-Call/No-Show (Job Abandonment): No-call/no-show is the failure to provide notification of an absence as required under this policy. In the event of two consecutive scheduled workdays of no-call/no-show, an employee will be considered to have voluntarily terminated his or her employment

Definitions

Sick Leave: Sick leave shall include paid absence from work because of: personal illness, bodily injury not covered by worker's compensation, critical illness in the immediate family of the employee, or other causes as defined in Chapter 17.18 of the General Ordinance of Milwaukee County.

Time Without Pay: Time without pay will be granted **ONLY** with the approval of the Department Head. Employees will be required to use all accrued time available to them prior before leave without pay will be considered, subject to all applicable laws.

Excused Absence: Time approved in advance by employee's supervisor (vacation, holiday, comp), time approved under the Family and Medical Leave Law, time designated as MED¹— i.e. pre-approved doctor's appointment, or excused absences for critical illness under 17.18(4). All occurrences of SICK or AWOP are considered incidents and subject to corrective action.

Incident: Unscheduled (vacation, holiday, compensatory, sick), unapproved time off, not designated as Family Medical Leave, regardless of whether a physician's excuse has been provided.

An employee can receive an "incident" for being absent, late or leaving before the normal end of the workday.

An incident is defined according to these terms:

¹ Where a three or four capital letter abbreviation is used, it refers to a current Ceridian time code.

-
- Arriving to work later than the normal start of the workday.
 - Leaving prior to the normal end of the workday.
 - Missing any time in any one workday for one continuous period, including consecutive work days, regardless of whether a physician's excuse has been provided.
 - Failure to call in and report an absence (no call/no show) for one workday.
 - The use of a Vacation, Holiday, jury duty, military duty, etc., will not count against an employee's attendance record if the absence was approved by the supervisor in advance.

Corrective Action

Corrective action is outlined by Milwaukee County Department of Human Resources Corrective Action Policy.

Each supervisor must maintain a log of all unscheduled absences/tardiness/leave early for all employees under his/her supervision. An employee's attendance record is determined on a rolling 12-month basis. Attendance is considered unacceptable and corrective action will be considered as follows:

- (1) Attendance, more than 5 incidents in a rolling 12 months, or
- (2) Tardy/leave early, more than 5 incidents in a rolling 12 months.

Verbal Counseling: If an employee's attendance is becoming unacceptable (6 incidents), the supervisor will initiate a discussion of the importance of attendance. This discussion should communicate a specific expectation for future performance. This discussion is considered an informal coaching and, in most cases, the discussion should resolve the matter. Documentation of this meeting should be documented on the "counseling form" and kept by the supervisor for historical purposes.

Written Counseling: If the behavior continues, formal written discipline may be considered as follows:

- 7 incidents – first warning (written);
- 8 incidents – final warning (written);
- 9 incidents – dismissal

Corrective action for absenteeism generally will be followed as described above. However, for employees with chronic or excessive absenteeism, the supervisor may choose to skip or bypass one or more of the steps as it deems appropriate. Thus, an employee may be terminated at any time, at the discretion of the company. Conversely, where extraordinary circumstances may exist, the company may choose to repeat corrective action steps or allow an employee to apply for a leave of absence.

Formal written corrective action will be documented on a Counseling Form and signed by the employee, the employee's supervisor and his/her next level manager. The original Counseling Form will be maintained in the employee's personnel file with copies given to the employee and his/her supervisor.