ATTENDANCE AND PUNCTUALITY

Policy:
Punctual and regular attendance is an essential responsibility of each employee in the Kansas Adjutant General's Department. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the Agency.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the agency and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of five days or more will be considered to have voluntarily terminated their employment relationship.

Definitions:
A. Absences: Absence is the failure of an employee to report for work when the employee is scheduled to work.

1. Pre-Scheduled Absence occurs when all three of the following conditions are met:
   i) The employee provides sufficient notice to his or her supervisor,
   ii) Such absence request is approved by his or her supervisor, and
   iii) The employee has sufficient accrued leave time to cover such absence.

2. Unscheduled Absence occurs when one of the three conditions in (A)(1) is not met.

3. If it is necessary for you to be absent or late for work because of illness or an emergency, you must notify your supervisor or his designated agent, no later than 60 minutes before the employee's scheduled starting time on that same day otherwise it will be documented as an unscheduled absence.

4. If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as an unscheduled absence.

5. Sixteen (16) hours of unscheduled absence may subject you to immediate termination. Progressive discipline will be administered according to the table in Section F.

B. Illness/Injuries: Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances. Employees who have three (3) consecutive days of excused absences because of illness or injury must give The Human Resources Department proof of physician's care. An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying

(a) The nature of the illness or injury;

(b) If and when the employee will be able to return to work, if applicable; and
(c) Whether the employee is capable of performing their regularly scheduled duties, and if not, what duties the employee is capable of performing.

The employee is responsible for providing Human Resources with the above described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

C. Sufficient Notices: To be considered a pre-scheduled absence as defined in (A), sufficient notices must be given to the supervisor. Sufficient notice is:

1. For an absence of 8 hours or more, employees must give a notice of one week (7 days).
2. For an absence of less than 8 hours, employees must give a notice of two working days. (No exceptions).

Human Resources must approve any exceptions to this provision.

Other Notifications:

For an emergency absence (will be considered as an unscheduled absence) occurring

a) At the beginning of the employee's shift, employees must notify their supervisor or designated agent within 60 minutes before the beginning of their shift and
b) During the employee's shift, employees must notify their supervisor prior to leaving the premises.

Absences that fall under Funeral leave, Jury Duty or Work Comp may not require Sufficient Notice, but the employee should try to give as much notice as possible to his/her supervisor of these absences.

D. Tardiness: You are expected to report to work on time. If you can't report to work as scheduled, you should notify your Supervisor or his/her designated agent no later than 60 minutes before your regular starting time. This notification does not excuse the tardiness but simply notifies your Supervisor that a schedule change may be necessary.

E. NO CALL/NO SHOW: Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter.

1. The first instance of a no call/no show will result in a final written warning.
2. The second separate offense may result in termination of employment with no additional disciplinary steps.
3. Any no call/no show lasting five days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

F. Progressive Discipline for Unscheduled Absences: No disciplinary actions will be taken without the direct involvement of the Human Resources Department as counsel to management. All warnings will be delivered by the direct

supervisor, manager, or Human Resources as circumstances require. Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having six or more occurrences in any given six-month period or routinely calling off on Mondays and/or Fridays) may trigger step discipline even though six-month old infractions have fallen off, if he or she continues to incur occurrences.

STEP ONE
Six occurrences (unexcused absences and tardiness combined) in any six-month period will be the basis for a coaching discussion (Verbal Counseling) between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he/she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented to the employee's personnel file.

STEP TWO
Any additional unscheduled absence or tardiness in the same six-month period is cause for a written warning with documentation to the employee's file. The written warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of this agency policy and that additional occurrences will result in further disciplinary action.

STEP THREE
The next unscheduled absence or tardiness to the above in the same six-month period will trigger a final written warning with a one-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.

STEP FOUR
An additional unscheduled absence or tardy to the above steps in the same six-month period is cause for termination of employment.