

Facilities Management Attendance Policy

Date: August 27, 2007

Sick leave is the authorized absence of an employee from regular duties due to illness, injury, pregnancy, exposure to contagious disease, family health situations requiring attendance of the employee and health care appointments. Sick leave is an important benefit provided to you and should only be taken when necessary to protect you from financial loss during times when you are unable to work.

The Florida Institute of Technology will not permit any abuse of sick leave privileges. Sick leave is a benefit only to be used under the guidelines of the Employee Handbook. Those employees who use sick leave for any other purpose do a disservice to our students, to their co-workers, and to the Florida Institute of Technology.

Supervisors shall regularly monitor and manage attendance of all employees. This includes any paid and unpaid leave time off. The purpose of this program is to help identify and correct possible abuse of leave time such as sick time or time off without pay. Please refer to your employee handbook (pages 25-26) for guidelines.

Accordingly, it is and shall be the policy of Facilities Management to monitor the sick leave practices of all its employees, to detect any sick leave abuse, and to discipline any employee found to have abused the sick leave privileges. No legitimate use of sick leave shall be denied. Abuse will not be tolerated; disciplinary action will be taken up to and including termination.

Sick leave is not intended as vacation time nor should it be used for vacation purposes.

Sick leave may not be paid while an employee is on vacation. Illness occurring during vacation is paid as vacation leave except in very unusual circumstances and only with the written approval of the appropriate vice president.

In order to be paid for sick leave, an employee must be in pay status for the last workday before and the first workday after the period of sick leave, subject to the following provisions:

- a. Sick leave may not be paid for the last day before and the first day after an employee's vacation except in very unusual circumstances and only with the written approval of the vice president.
- b. Hire and termination dates may not be adjusted in any way which circumvents the intent of this section.

- c. An employee is eligible for holiday pay if he/she is paid sick leave either the last workday before the holiday or the first workday after the holiday. The Director of Human Resources may, at his or her discretion, require a physician's certification of illness. If a certification is requested of an employee and not provided within three (3) business days, the holiday will not be paid. In this event, the holiday may be charged to accrued and unused sick or vacation leave, or accrued and unused personal or anniversary day. If the employee does not have sufficient accrued leave, the holiday will be unpaid.

Available sick leave balances will not be paid upon resignation or termination of employment.

Employee Responsibilities

Communication is essential.

The employee themselves must contact his/her supervisor, or a person designated by his/her supervisor, within one hour of the start of their regular shift to report an illness and request approval for use of sick leave for that day. If your supervisor can not be reached, you must contact the Facilities Management office at 674-8038. Voice mail message will not be accepted as official notification. Failure to make proper notification may result in denial of sick pay for that day and for subsequent days and/or may result in disciplinary action.

If documentation is required, employee must submit directly to Human Resources within twenty four hours of absence.

Supervisor Responsibilities

Supervisors will monitor all employees for patterns in leave, abuse of policy, sick leave balances. If an employee's pattern of sick leave usage becomes unusual, the supervisor, after discussion with and concurrence of the Director of Human Resources, will notify the employee in writing that the employee is required to present a physician's certification for each of the next five (5) successive absences or until released by the supervisor. Documentation of absences must be submitted directly to Human Resources.

Subject to supervisory approval employees may take any part of their accrued sick leave as it accrues.

A. Use of Sick Leave Where No Abuse Has Occurred

1. Every employee shall have an annual attendance calendar prepared bi-weekly, monitored by their supervisor and reviewed with each employee as needed. An annual timesheet will be submitted to Human Resources at the end of each calendar year as the official record.

2. Supervisors shall monitor the amount of sick leave used by employees. When use exceeds six (6) separate instances in a fixed twelve (12) month period, it will be reviewed with the employee and determined whether supporting documentation will be required for further absences.
- 2a. Instances shall include: All actual sick leave used as well as other types of leave used in lieu of sick leave.

(e.g. same-day vacation leave requested in lieu of sick leave, leave without pay taken for sick leave reasons, last minute requests).
- 2b. Instances shall be recorded in their annual attendance calendar, but not included as abuse: Any FMLA qualifying time, bereavement leave, workers compensation, or sick leave used in conjunction with the birth or adoption of a child or for the period of time that a doctor certifies a female employee unable to work because of pregnancy.

This standard does not define excessive use, but rather the point at which the supervisor should begin to consider Section B below.

B. Recognizing Sick Leave Use Problems

If an employee meets the standard set out in Section A above, the supervisor needs to consider the following factors to identify sick leave use problems:

- a. The frequency of and the reasons for sick leave use. (Absences necessitated by chronic long-term illnesses/disabilities may require different considerations than casual, intermittent absences.)
- b. The employee's unused sick leave balance.
- c. The impact of the employee's absences on the workplace.
(e.g., disruptions in work schedule, overtime costs, incomplete projects).

C. Responding To Sick Leave Abuse

If the supervisor determines a problem exists then the supervisor shall:

- a. Counsel the employee on his/her use of sick leave.
- b. Consult with Human Resources to determine if a physician's certificate may be required. If so, the employee is to submit certificates to the Human Resources office, not their Supervisor.

- c. Any absences for three (3) or more consecutive work days must be documented by a physician's certification upon return to work and must cover all days missed.
- d. Failure to provide the proper physician's certification when required may lead to loss of pay, including disciplinary action up to and including termination.
- e. Document all of these actions.

If the above methods are unsuccessful, a supervisor should consider the effect that the sick leave use has on the employee's performance and the operations of the employer. Discipline may be taken on the basis of the absences affecting the employee's performance, or the operations of the employer, and may be taken even when the reasons for sick leave use have been legitimate.

D. Performance Reviews

Supervisors will reflect how the employee's attendance has affected his/her ability to complete the tasks on the employee's performance review.

E. Sick Leave Abuse

Abuse of sick leave is defined as the use of sick leave for purposes other than those listed in the Employee Handbook.

- a. Supervisors shall periodically analyze attendance records for evidence of possible abuse (e.g., patterns of absences on Fridays/Mondays, seasonal absences, absences when a vacation request has been denied).
- b. Absences interrupted by weekends and/or holidays are considered consecutive.
- c. Sick leave should be denied when there is evidence or reason to believe abuse has occurred until or unless the employee provides satisfactory evidence of legitimate use of sick leave. Where a supervisor has reason to suspect that an employee is abusing sick leave the supervisor may require the employee to provide a physician's certificate for a fixed duration to verify legitimate use of sick leave.
- d. Discipline employees for the abuse of sick leave.