Facilities Management Time and Attendance Policy

Responsible Official: AVP for Facilities Management
Administering Division/Department: Campus Services Human Resources
Effective Date: April 2015

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Overview

All employees are expected to arrive at work and begin work by their designated start time and remain on duty until the end of their scheduled work shift/day. This policy is designed to provide attendance expectations, outline the appropriate procedures to follow for scheduled and unscheduled absences, and identify consequences for those employees who do not meet attendance and punctuality expectations. The policy is not intended to supersede University policies and should be read in conjunction with university policies and procedures (http://policies.emory.edu/)

Applicability

All Facilities Management (FM) employees; including exempt and non-exempt full-time, part-time, temporary, and student employees.
Procedures

1. **Clock In/Clock Out**
   - Clocking-in up to seven (7) minutes after the scheduled start time will not result in a tardy. Beginning a shift eight minutes or more after the scheduled start of the shift is considered a late arrival or tardy.
   - Authorization to clock out prior to end of a scheduled work shift must be obtained from the supervisor in advance in order to ensure proper coverage is arranged.
   - Supervisors may use their discretion to determine if an employee can make up missed time for arriving late or leaving early, and if the unscheduled absence will impact the employee’s attendance record.
   - Only in certain circumstances will employees be allowed to use accrued sick time to cover time missed due to a late arrival/tardiness.
   - Employees must not accrue overtime by clocking in/out eight (8) minutes before/after their scheduled work hours unless it is approved in advance by their supervisor.

2. **Call-In**
   - An employee who is unable to report to work for his/her scheduled work shift is required to call his/her Supervisor prior to the start of the scheduled shift. For instances of consecutive days of absence, the employee is required to call the supervisor each day until either the employee returns to work, a leave of absence is approved, or confirmation from the supervisor that daily calls are no longer necessary.
   - If unable to speak with the supervisor, a voice message should be left which includes the reason for not reporting to work, e.g., personal illness, personal emergency. Note: Use of sick leave is outlined in Emory University Policy 4.34 – Sick Leave for Monthly Employees and Policy 4.33 – Sick Leave for Biweekly Employees.
   - Absences of three (3) or more consecutive days due to an illness or injury require a medical release from the employee’s healthcare provider in order to return to work. The statement from the healthcare provider must confirm the dates of absence from work as well as the return to work date, and any applicable restrictions.
   - Absences may be covered under the Family and Medical Leave Act (FMLA). See Emory University Policy 4.73 – Family and Medical Leave Act (FMLA)
   - An employee who fails to call his/her supervisor for three (3) consecutive scheduled work shifts is subject to separation from employment due to job abandonment in accordance with Emory University Policy 4.65 – Separations from Employment.

3. **Breaks & Meal Periods**
   - Supervisors will provide their direct reports with the break/lunch times for their respective work groups(s).
   - Employees are expected to take breaks and lunch as assigned by or agreed upon with their supervisor.
   - Breaks other than meal periods must be no longer than fifteen (15) minutes and may occur twice during a regular 8-hour work shift.
   - With advance supervisor approval, break periods can be used to extend the meal period. Fifteen-minute break times are forfeited if not taken.

4. **Requesting Leave**
   - Requests to use accrued leave should be submitted to and approved by the employee’s supervisor at least five (5) days in advance of the leave.
   - Supervisors may use their discretion to take into consideration unusual circumstances and approve requests submitted with less than five (5) days’ notice.

**Guidelines for Absences**

Supervisors are responsible for holding all employees accountable to the FM Time and Attendance Policy and keeping accurate records for each employee.

We recognize that there may be situations beyond an employee’s control that cause absences from work.
An absence is considered scheduled when requested and approved at least five (5) days in advance. An absence is considered unscheduled when it is not requested and approved at least five (5) days in advance. This includes “call-ins”, tardiness, or leaving the workplace before the end of scheduled work shift. Supervisors may take into consideration the mitigating circumstances of an unscheduled absence.

Supervisors will monitor the attendance of all employees. This includes employees, within the first six months of employment, as well as any other employees with a significant number and/or pattern of unscheduled absences. A new employee with a pattern of absenteeism may advance through the disciplinary process more quickly. A pattern of absenteeism may include absences on the same day of week, unscheduled absences adjacent to weekends, holidays, vacation, or other leave. A pattern of irregular attendance may result in an inquiry from your supervisor. Supervisors are responsible for discussing and documenting unsatisfactory attendance with employees to ensure every effort is made to bring their attendance to an acceptable level. Excessive tardiness and/or unexcused absences may lead to disciplinary action up to and including termination of employment (Policy 4.63 - Progressive Discipline).

Impact on Performance Evaluations

Poor attendance has an impact on employee performance, co-workers, customers and the CS organization. An employee’s attendance will be taken into consideration when evaluating an employee’s productivity during the performance review process.

Related Policies and Procedures

Sick Leave for Biweekly Employees, Policy 4.33
Sick Leave for Monthly Employees, Policy 4.34
Family and Medical Leave, Policy 4.73
Medical Leave (Non-FMLA), Policy 4.77
Progressive Discipline, Policy 4.63
Separations from Employment, Policy 4.65

Revision History:

October 8, 1998
January 23, 2003
January 20, 2005
September 30, 2005
September 12, 2006
June 16, 2009
March 1, 2012
March 23, 2012

Glossary

Scheduled Absences: Time away from work that is requested and approved at least five (5) days in advance.

Unscheduled absences: Time away from work that is not requested and approved at least five (5) days in advance. This includes “call ins”, tardiness, or leaving the workplace before the end of scheduled work hours.

Job Abandonment: No-call/no-show for three (3) consecutively scheduled work days or more.

Patterns: Unscheduled absences occurring on a predictable basis. For example, the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave or other paid time off is accrued.

Tardy: Failure to report, not ready to work by the scheduled start time, or failure to clock in appropriately.