

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

TARDINESS AND ABSENTEEISM

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A. Tardiness:

Employees will be considered tardy for work whenever they report to work after their scheduled starting time unless the late arrival is excused by the SCAA. Employees who are tardy shall not be paid for such time not worked. In addition, a tardy employee will be subject to disciplinary action as described herein. An employee who fails to report to work for an entire shift without having a leave approved will be considered absent.

B. Absenteeism:

1. Absenteeism increases the workload of other employees and therefore may affect the quality of service provided to the public. Therefore, absenteeism will not be tolerated.
2. An employee will be considered absent when the employee is gone from the employee's work site or work location during working hours or scheduled overtime without approved leave. Absenteeism includes, but is not limited to the following:
 - a. Unauthorized absence from the work site;
 - b. Taking unauthorized breaks;
 - c. Insufficient accrued paid leave to cover an otherwise proper absence;
 - d. Failure to follow proper procedures for reporting off work;
 - e. Extending or otherwise violating lunch and rest break policies;
 - f. Leaving work prior to the end of the work day or work period; or
 - g. Any and all other unexcused absences from the employee's assigned work location during working hours or scheduled overtime.
3. An employee shall not be paid for time an employee is absent without approved leave. In addition, an employee will be disciplined for tardiness or unexcused absences in the following manner:
 - a. The first time an employee is tardy during a twelve (12) month period, the employee shall receive a verbal warning.

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- b. The second time an employee is tardy or the first time an employee is absent without approved leave during a twelve (12) month period, the employee shall receive a written reprimand.
 - c. The third time an employee is tardy or the second time an employee is absent without approved leave during a twelve (12) month period, the employee shall receive a second written reprimand/final warning.
 - d. The fourth time an employee is tardy or the third time an employee is absent without approved leave during a twelve (12) month period, the employee shall be disciplined in a manner up to and including termination of employment.
5. The counting of an act as a tardiness or an absence as defined herein, shall not preclude the SCAA from taking further disciplinary action in a case where the tardiness or absence is a separate violation of the County's discipline policy.

C. Exception-Failure to Show and Report:

Notwithstanding Sections A and B above, when an employee fails to report to work at their regularly schedule time and remains absent for three (3) consecutive workdays or more without reporting such absence and without later being excused for such absence, the employee shall be deemed to have voluntarily resigned their position. The procedure for handling such a resignation is contained in Section 2.16. Resignation/Exit Interview.

D. Abuse of Paid / Unpaid Leave of Absence

1. Any abuse of sick leave, unpaid leave or the patterned use of sick leave shall be just and sufficient cause for discipline as determined by the SCAA. Patterned use of sick leave may be monitored in the following manner:
 - a. Use of sick leave on the same days (e.g., Mondays, Fridays).
 - b. Use of sick leave before or after scheduled days off, holidays, vacations or weekends.
 - c. Use of sick leave immediately following payday.

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- d. Use of sick leave as soon as it is accrued or a negligible sick leave balance.
 - e. Combinations of any of the above or other demonstrable pattern of sick leave usage not specified.
- 2. The use of approved sick leave may be limited to five occurrences per year unless otherwise authorized without progressive discipline for subsequent occurrences. An occurrence pertains to a specific situation not only a number of days used for example;
 - a. A request for several days off due to a specific illness or injury (e.g. broken limb, hospitalization) would be considered as one occurrence;
 - b. The occurrence is related to the same illness or injury and requested days off are taken consecutively.
- 3. Pre-scheduled medical appointments would not be counted as an occurrence provided the proper notice and approval is given as set forth in 5. (a) (2) of this section.