



**Policy:** **Attendance**  
 Adopted: M2007-0143  
 Effective: 10/1/2007  
 Revised: 3/6/2018

**Purpose** Absenteeism results in inefficiency and decreased productivity as employers reassign workers and rearrange schedules to cover for absent employees. ~~Employers pay a heavy price when employees fail to report to work consistently.~~

**Policy** ~~Employees are expected to be in attendance during all scheduled hours of work to prevent productivity declines and inefficiency. Regular attendance is a basic requirement of employment.~~

~~The regular workweek for most full-time employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments. The typical regular workweek consists of forty hours (40), plus non-compensated time for lunch. Workweek hours may vary depending on the time of year, the position and department. Employees are expected to work the normal hours and minimum number of hours per week as established for their position in their respective departments.~~

**Core Hours**

**Breaks**

~~To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 9:00 a.m. to 3:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave.~~

~~A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.~~

~~Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Administrator.~~

**Chronic Absenteeism**

~~The operations and standards of service in the City require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position. Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.~~



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The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have abandoned their position and voluntarily resigned not in good standing. The city may waive this rule if extenuating circumstances warranted such behavior.

**Calculating Absenteeism**

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

~~Employees absent for more than three days are required to provide medical verification. This determines the necessity of meeting the Family Medical Leave Act policy as adopted by the City of Northfield. See Section 8.~~

~~Employees absent for more than three days must provide medical verification:~~

- ~~• Confirming the existence of an injury or illness~~
- ~~• Documenting a serious medical condition~~
- ~~• Releasing the employee to return safely to the workforce~~

**Return to Work Physicals**

~~This policy protects the employee who may try to return to work too soon after an illness, protects other employees who may be subjected to an infectious illness, and protects against employee using sick leave to unauthorized purposes.~~

**Taking Work Home**

**Employee Responsibility**

~~Abuse of sick leave often occurs one day at a time and generally less than the three-day serious medical verification requirements. Therefore, if the employer suspects abuse of sick leave, the City reserves the right to request medical verification whenever the employee is suspected of abusing sick leave.~~

~~Excessive absenteeism is determined by three methods.~~

- ~~• Sick leave usage greater than 60% of the individual employee's annual accrued sick leave is unacceptable and may cause discipline up to and including discharge. Hours protected by the Family Medical Leave Act and the Americans with Disability Act will be exempt from this calculation.~~
- ~~• Absenteeism that shows a pattern of certain days of the week, absenteeism in conjunction with weekends and holidays, and absenteeism in conjunction with other forms of leave.~~
- ~~• Absenteeism is not just the gross number of absences, but also their frequency. Someone absent for a single 3-day period for a medical problem causes much less disruption than an employee who randomly misses work every month.~~

**Unauthorized**



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## **Attendance Records**

~~An employee returning to work after a long illness or injury may be required to undergo a physical examination to ensure the employee is fit to return. This examination is limited to ensuring that the employee is able to meet the legitimate physical requirements of their position.~~

## **Violation**

~~Non-exempt employees are not authorized to work from home.~~

~~Employees are required to notify their supervisor as determined by department policy, or within thirty minutes (30) prior to the normal starting time, if they are unable to come to work or if they will be late getting to work.~~

~~Employees must notify their supervisor or the person designated by their supervisor of their absence each day of the absence. Employees may not have a relative call in for them except in the case of a critical illness/injury or hospitalization.~~

~~Approved vacation does not require reporting in. (See Section 8.01 in this Handbook for further information on Vacation Leave)~~

Any absence of an employee from duty including for a single day, or part of a day that is not authorized is considered absence without leave. Any such absence is without pay any may be subject to disciplinary action up to and including discharge.

~~Any employee absent for three consecutive days without approved leave is deemed to have resigned.~~

~~Employees must keep daily attendance records (timesheet) for the purposes of payroll and accrual leaves. Timesheets submitted to your supervisor must be accurate. Falsifying a timesheet is considered fraud. Employees misrepresenting their attendance and accrual records will be discharged.~~

Employees determined to be abusing sick leave ~~by either having chronic or excessive absenteeism~~ will be subject to discipline up to and including discharge.