

# Absence Reporting and Call-In Requirements

**Policy Owner** Human Resources, Provost

**Responsible Office(s)** Human Resources, Provost

## Purpose

The purpose of this policy is to set forth guidelines and procedures for employee absences and tardiness to promote the efficient operation of the institution.

## Scope

This policy applies to all employees, including faculty, regardless of their status as exempt or non-exempt employees under the Fair Labor Standards Act (FLSA). This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

## Policy

Punctual and regular attendance is an essential responsibility of each employee at Converse University. Employees are expected to report to work as scheduled, on time, and prepared to start working. The University has a “no-fault” policy as it relates to absences. An “absence” is defined as the failure of an employee to report for work when he or she is scheduled.

Employees must submit an electronic time off request via iSolved in advance of any absences that can be planned, including, but not limited to, medical appointments, funerals, and situations that cannot be addressed outside of normal working hours.

If an employee is **unable to report to work for any reason** (including if the employee will be late or leaving early), the employee must speak directly to his/her Supervisor as soon as the employee knows that he/she will not be able to work (preferably at least two hours before the scheduled shift), or as soon as practicable thereafter.

If an employee completes a health questionnaire required by Converse due to a pandemic or epidemic, and it is determined that they should not report to work, s/he must immediately contact his/her Supervisor. This direct contact ensures proper staffing. Emailing or texting are not acceptable forms of direct contact **unless** the employee’s Supervisor has expressly permitted it. If the supervisor calls or responds to the employee to request additional information, the employee should respond promptly (and even then, the email or text should be an initial contact, followed as soon as practicable by a phone call). If the Supervisor is unavailable for any reason, the employee should leave a message on the Supervisor’s voicemail and continue to try to reach the Supervisor directly.

When contact is established with the Supervisor, the following information should be provided:

- (1) specific dates of absences (i.e., begin and end date), if known,
- (2) an expected return-to-work date,
- (3) the specific reasons for needing to be absent (if the employee knows which type of leave may cover the absence, the employee may state the type; however, this does not excuse the employee from explaining the specific reasons why an absence is necessary and responding to clarification questions from the University), and
- (4) contact information at which the employee may be reachable during the absence.

If an employee is unable to provide the information listed in (1) and (2) above during his or her initial contact with the Supervisor, then the employee is expected to adhere to the above guidelines for each day the employee continues to be absent. Providing false information in connection with any absence may lead to disciplinary action, up to and including termination of employment.

If the absence is anticipated to last more than one day or is due to a medical condition, the Supervisor may make reasonable requests for documentation from a doctor or from Converse's telemedicine system explaining the need for the absence. The Supervisor will ensure that all employees are treated equally in terms of requesting medical documentation for absences.

## Version History

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Direct Reports, Cabinet, Faculty Senate May 2020