

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

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| Policy #: | | Effective: | July 2012 | Category: | All University Employee Policies |
| Name: | EXCESSIVE ABSENCES AND OTHER LEAVE ISSUES POLICY | | | | |

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employees

3.0 POLICY

Excessive absenteeism is a burden upon the University as a whole and on other members of the employee's department. A "pattern of abuse" in regard to sick leave typically refers to employees who, over a period of time, have violated the University's attendance policy (Section 8.2 of this Handbook) on numerous occasions.

Missouri Southern State University does not have a "comp time" policy. If an employee is absent for illness or personal business, appropriate leave is required to be accounted for and reported on the appropriate forms. Employees who have repeated abuse and misuse of sick, vacation, and other leave benefit provisions are subject to disciplinary actions up to and including termination under the applicable policy for the specific employee job classification. See the "Disciplinary Guidelines" in this Handbook for further information.

Supervisors should use acceptable counseling and corrective actions to deal with sick leave abuse and misuse. Sick leave abuse should not be allowed to continue unaddressed for long periods of time, so as to appear that the behavior is acceptable. Should abuse or misuse of leave time continue, consultation with Human Resources is highly suggested. Situations should be evaluated on a case by case basis with a mandatory referral to the Employee Assistance Program being an option when applicable. Supervisors can ask for doctor notes in cases of suspected sick leave abuse. Contact Human Resources for additional information. If FMLA is appropriate, the employee should be referred to Human Resources for additional information and application materials.

Supervisors and other managers may use their best judgment in re-arranging daily work schedules to accommodate an employee's absence where flex time is an option. All flex-time should be within the same work week to maintain FLSA over-time reporting requirements. When allowed, flex-time is to be administered equally to all employees in the granting department.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS