

TO: Supervisors of Classified Employees

FROM: Charlene Hamilton
Human Resources Manager

DATE: January 24, 2011

SUBJECT: Non-Disciplinary Removal of Classified Employees for Unscheduled Absences

Attached is the University's revised policy on Non-Disciplinary Removal of Classified Employees for Unscheduled Absences.

As stated in the policy, an employee must be given 1.) written supervisory notice regarding his or her absenteeism and 2.) a copy of Civil Service Rule 12.6(a)2 in order to make use of this method of removal (see attached sample letter and copy of Civil Service Rule 12.6). No absence will count for the purpose of this rule until the employee has been given a written notice. The notice must be signed by the Supervisor/Department Head before it is given to the employee.

Also, attached is a sample form entitled 'Unscheduled Absence Notification Form' to be completed and signed by the supervisor and employee for the sixth (6th) "unscheduled" absence after he/she has received the Supervisory Notice Regarding Absenteeism as stated above.

Enclosures

(SAMPLE NOTICE THAT ATTENDANCE REQUIRES IMPROVEMENT)

TO: [Employee]
FROM: [Supervisor/Department Head]
DATE: [Date]
SUBJECT: Supervisory Notice Regarding Absenteeism

Your attendance requires improvement. *[Insert recent examples of call ins or tardiness here such as: During the past two weeks, you were one hour late for work on December 3, 2007, two hours late for work on December 11, 2007, and you did not report for work on December 6, 2007, claiming you had car trouble.]* You had not obtained approved leave before any of these absences. Therefore, these absences are considered unscheduled.

Civil Service Rule 12.6(a)2 allows the non-disciplinary removal of an employee who accumulates seven or more unscheduled absences during a twenty-six week period. You are hereby formally notified that your future unscheduled absences will be counted for purposes of this rule.

Civil Service Rule 12.6 reads as follows:

12.6 Non-disciplinary Removals.

(a) An employee may be non-disciplinarily removed under the following circumstances:

2. When, after the employee has been given written notice that his attendance requires improvement and a copy of this rule, an employee has seven or more unscheduled absences during any consecutive twenty-six week period. The employee shall also be given written notice each time he incurs a sixth unscheduled absence during a consecutive twenty-six week period. An unscheduled absence occurs when an employee is absent from work without having obtained approved leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. A continuous absence for the same reason is one unscheduled absence, regardless of its duration.

3. When, as a result of conduct that was not work related, the employee fails to obtain or loses a license, commission, certificate or other accreditation that is legally required for the job.

4. When the employee holds more than one position in the state service and the multiple employment causes an employing agency to be liable for overtime

payments under the Fair Labor Standards Act and, after having been provided an opportunity to do so, the employee has refused to resign from one of the positions.

5. When there is cause for dismissal, but the cause is not the employee's fault.

(b) When an employee is removed under this Rule, the adverse consequences of Rules 6.5(c); 7.5(a)7; 8.9(d); 8.13(a)7; 8.15(d); 8.18(d) and (e); 11.18(b) and 17.25(e)4 shall not apply.

Receipt:

Employee's signature

date and time

Supervisor's signature

(*SAMPLE*)

UNIVERSITY OF LOUISIANA AT LAFAYETTE
UNSCHEDULED ABSENCE NOTIFICATION

TO: *[Employee]*
FROM: *[Supervisor/Department Head]*
DATE: Date
RE: Attendance - WARNING

By memo dated *[date of employee notice]*, I notified you that your attendance required improvement and that your future unscheduled absences would be counted for purposes of Civil Service Rule 12.6(a)2. You have now accumulated your sixth unscheduled absence during a twenty-six week period:

- [Date 1 – Reason (such as called in; sick child)]*
- [Date 2 – Reason]*
- [Date 3 – Reason]*
- [Date 4 – Reason]*
- [Date 5 – Reason]*
- [Date 6 – Reason]*

Your next unscheduled absence during the twenty-six week period beginning *[Date 1]*, will subject you to removal.

Receipt:

Employee's signature

date and time

Supervisor's signature