

Attendance and Tardiness Policy

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The Bullitt County Public Library has a “no-fault” attendance and tardiness policy. The Library’s management team will apply this policy according to the following definitions: unscheduled absence, scheduled absence, and tardiness.

An unscheduled absence is defined as any unplanned incident when an employee is not present to work during a scheduled work shift. Every unscheduled absence and tardiness, no matter what reason, is counted towards disciplining or terminating an employee, unless explicitly excused by Library Administration.

A scheduled absence is defined as any planned and pre-approved incident when an employee is not present to work during a normally scheduled work shift. Scheduled absences include vacation, personal leave, and specific instances of sick leave. Scheduled absences also include FMLA, medical leave and other pre-approved leaves of absence by Library Administration. Scheduled absences shall not be counted towards disciplining or terminating an employee.

Tardiness is defined as an incident when an employee arrives any amount of time late for a scheduled work shift, returns late from breaks or meals, or leaves work early.

The Library will employ a set of guidelines for attendance control, which pairs the number of unscheduled absence or tardiness incidents accrued by an employee with the related types of disciplinary action the employee will face as incidents accrue. Incidents will accrue starting with the date of the first incident, over one (1) rolling calendar year. Incidents accrued after one (1) rolling calendar year passes will not be counted toward disciplining or terminating an employee.

One day of unscheduled absence will accrue one (1) incident. A second day of absence is considered a second incident. If, however, a physician releases the employee from work in writing, the entire time of absence is only counted as one incident.

One instance of tardiness will accrue one half (1/2) incident.

Guidelines for attendance control

An employee will be subject to disciplinary action under the following guidelines:

- 1) Two incidents in any 30-day calendar period results in a documented Friendly Reminder.
- 2) Three incidents in any 60-day calendar period results in a documented Verbal Warning.

- 3) Two additional incidents in any 90-day calendar period results in a Written Warning, including a performance development action plan.
- 4) The performance development action plan will define how any future incidents will result in suspension or termination of employment, pending investigation and review by Library Administration.

Tardiness

Employees are expected to be present and ready to begin working at their scheduled start time. A lapse in punctuality presents hardship to the remainder of the staff and will be considered when an employee is evaluated. Employees are to report any expected tardiness to their supervisor at least 15 minutes prior to arriving. Repeated or unreported tardiness will not be tolerated and are cause for disciplinary action, up to and including termination.

On occasion, employees will have obligations, such as illness of an immediate family member, which will require truncation of their scheduled shifts. In these instances, employees should notify their supervisor as soon as possible, and if appropriate, arrange for leave time to be used to cover the remainder of the shift.

Unauthorized Or Excessive Absences And Tardiness

Excessive absenteeism or any absence without notice is not permitted. Unauthorized absence from an assigned work station during the workday or failing to adhere to scheduled work hours will not be tolerated. An employee must notify his/her supervisor of an unscheduled absence at least one (1) hour prior to the start of a scheduled work shift. Excessive unscheduled absences are cause for disciplinary action and may result in termination. The administration will monitor the following absence patterns and determine whether they indicate abuse of leave policies:

1. Absences on weekends for which an employee is scheduled to work
2. Absence the day before and/or the day after a scheduled holiday or day off
3. Calling in sick as rapidly as time is accrued, especially if used one day at a time
4. Coincidence of absence with desirable days off

Resignation Due To Non-Attendance

When an employee fails to come to work for two consecutive days of his or her schedule without notifying the Library, the Library will assume that the employee has resigned. If extenuating circumstances are later discovered and the position has not been filled, the employee may be allowed to return to work.