

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Attendance Policy

PPG NUMBER: 10.7.24

PAGE: 1 of 2

DATE OF ISSUE: 05-17-11

APPROVED BY:


Board Chair

REVISED:

07/17/2018

East County Fire & Rescue provides crucial fire and medical services to its residents. In order to accomplish this mission, it is imperative that every non-exempt employee be present when scheduled to work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive. The purpose of this policy is to promote efficient operations and minimize **unscheduled and/or unauthorized** absences.

Vacation and holidays must be scheduled and approved in advance.

A. Absenteeism-Authorized and Unauthorized

Defined: Absenteeism is the absence of an employee from work during a scheduled shift, including failure to report to work, failure to report to work on time, and leaving work before the end of a shift or absences from work during the day.

- An authorized absence requires the employee to comply with the reporting requirements of the District's leave policies and must be approved by the employees supervisor.
- An unauthorized absence occurs if an employee fails to notify the supervisor or designee of the reason for not reporting to work prior to, or at the beginning of the work shift, or if the employee leaves work during their shift without permission from a supervisor. The employee shall not be compensated for unauthorized absences. Such absences may be grounds for disciplinary action, up to and including termination.

Progressive discipline for unauthorized absences will be administered according to the table in Section D.

B. Sufficient Notice – To be considered an excused absence as defined in (A), sufficient notice must be given to the supervisor. Sufficient notice is defined as:

1. For a scheduled absence of 8 hours or more, employees must give a notice of one week (7 days). Supervisor can use discretion and make exceptions in this area.
2. For a scheduled absence of less than 8 hours, employees must give a notice of two working days. Supervisor can use discretion and make exceptions in this area.
3. For an emergency absence occurring,
 - a) at the beginning of the employee's shift, employees must notify their supervisor within 30 minutes after the beginning of their shift and
 - b) during the employee's shift, employees must notify their supervisor prior to leaving the premises.

4. A supervisor must approve any exceptions to this provision or any conflicts in scheduling.

C. Tardiness

Employees are expected to report to work on time. If an employee is unable to report to work as scheduled, they shall notify their Supervisor no later than 30 minutes prior to their regular starting time. This notification does not excuse the tardiness but simply notifies the Supervisor that a schedule change may be necessary. Excessive tardiness will result in disciplinary action.

D. Progressive Discipline for Unauthorized Absences-

First Instance	Verbal Warning
Second Instance	Written Warning
Third Instance	Subject to Termination

If there is a conflict between the language of this policy, regarding progressive discipline, and a Collective Bargaining Agreement that applies to a District employee, the Collective Bargaining Agreement shall prevail.

The deliberate **falsification** of a reason for absence will result in at least a suspension the first time it happens.

E. Chronic Absence or Tardiness

Employees receiving corrective action under this policy are expected to improve their attendance/punctuality. Failure to improve and/or sustain improvement may result in the employee receiving additional correction, up to and including termination. Employees who are chronically unable or unwilling to attend work regularly present a hardship to other employees. Thus, any employee who within the past year has received two (2) corrective actions of the same type, will be subject to the next level of correction for future instances of absence.

F. No Call No Show

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show may result in a final written warning depending on employees prior absentee record. The second separate offense may result in termination of employment with no additional disciplinary steps. **Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.**

If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be subject to termination.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.