

FINANCE & ADMINISTRATION

SUBJECT: <p style="text-align: center;"><u>ABSENCE: ATTENDANCE AND PUNCTUALITY</u></p>	No. FA-604.00R1 <hr/> Effective Date <p style="text-align: center;">JULY 14, 1994</p>
Issue Date: 07-14-94	Revision Date: 07-14-94
Revision No: 01	

I. PURPOSE

1.1 To ensure that the Finance & Administration Department is in compliance with the City of Houston policy on Absence: Attendance and Punctuality, E.O 604.00, and to ensure uniformity in practice and procedure.

II. SCOPE

2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

2.2 Definitions of Terms:

2.2.1 Absence Any time an employee is not present at the assigned work station during scheduled work periods for other than City related reasons. There are two kinds of absences: Authorized and Unauthorized.

2.2.2 Authorized (excused) absence. When the employee is unable to report to work and the supervisor approves the absence. Excused absences may be paid or unpaid.

2.2.2.1 Paid absence. Excused time off is paid out of accrued leave.

2.2.2.2 Unpaid absence. An authorized absence when there is no accrued leave available. (Maternity leave might fall in this category.)

2.2.3. Unauthorized (unexcused) Absence. The supervisor does not approve the absence and the employee is docked for the time absent.

III. POLICY

3.1 It is the policy of the City of Houston Finance & Administration Department to expect that all full time

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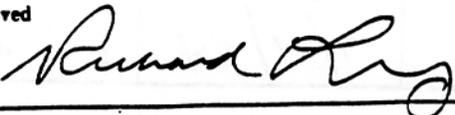
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employees will work the prescribed forty (40) hours, will maintain good attendance records and report for work when scheduled. Part time employees are expected to work the assigned hours.

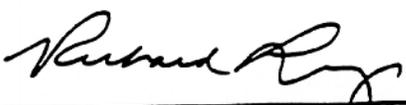
- 3.2 Authorized absences will be paid when accumulated leave balances are available.
- 3.3 Unauthorized absences will not be paid and may result in disciplinary action. An employee who is absent from their work place at scheduled work times without their supervisor's permission shall be considered absent without authorization.
- 3.4 Employees must report an absence to the appropriate supervisor or another manager in the chain of command within thirty minutes of the start of the scheduled work period.
- 3.5 Authorized absences up to two hours may be made up at the discretion of the supervisor. Any make-up time must be completed within five working days. Exclusive of those participating in the compressed work week schedules.
- 3.6 The factors the supervisor shall take into consideration for make up time or approval of an absence shall include:
 - a. Critical nature of the work performed by the area,
 - b. The ability to schedule make-up time,
 - c. Condition leading to the absence,
 - d. Attendance history (pattern) of the employee,
 - e. Documentation provided, and
 - f. Employee's performance record.
- 3.7 Emergency cases of unauthorized absence will be dealt with at the discretion of the supervisor on a case-by-case basis.

IV. PROCEDURE

- 4.1 If an employee is unable to report to work within thirty minutes of the report time, (s)he shall notify the supervisor as close to his/her normal start time as possible. In no case should the notification take place later than thirty minutes after the normal start time.

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<p>4.2 The employee is responsible for either speaking directly with his/her supervisor or leaving a message with an authorized person regarding the reason for the lateness and the expected report time.</p> <p>4.3 The employee must notify the supervisor immediately upon arrival and make arrangement to cover the time off (accrued time, make up, dock). When the supervisor is not immediately available the employee must leave a note indicating the time of arrival and the reason for the delay.</p>		
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