

ATTENDANCE/LEAVE, and WORK HOURS POLICY GUIDE

SECTION NAME:

UNIT NAME:

EFFECTIVE DATE:

SUBJECT: **Attendance/Leave, Work Hours and Work Schedules**

AUTHORIZATION:

I. POLICY:

In compliance with all aspects of federal and state laws, Civil Service Rules, and DOA Personnel Policy #6, *Attendance/Leave, Work Hours and Work Schedules*, it is the policy of the Division of Administration (DOA) that all employees be informed of the rules regarding attendance, work hours/schedules, leave usage and the process for requesting leave, (i.e. requirements for online leave approval or exemption) and that these rules be applied and enforced in a fair and consistent manner and in accordance with the following instructions and procedures.

Section heads are authorized to implement flexible work hours and work schedules, at their discretion, within the parameters of the DOA Personnel Policy regulating attendance, leave, work hours and work schedules. Flexible work hours, work schedules, and breaks are not rights, but privileges granted to employees when business necessity allows. Business necessity will take precedence over any individual situation. The section head may rescind the flexible work hours and/or flexible work schedules upon immediate notice if it is determined that such schedules have adversely affected or will adversely affect the efficient operation of the section or the Division. If circumstances allow, employees will be given advance notice if flexible work hours or schedules must be rescinded.

Further, all sections within the DOA are required to use the Online Leave Approval process through LEO (Louisiana Employees Online system), unless specifically exempted by the appointing authority. LEO will be utilized for all requests, approvals, and cancellations of applicable leave. The requirement for online leave processing will include all current leave available on LEO and all future additions of leave to LEO.

Note: All leave (annual, sick, compensatory, leave without pay, etc.) must be approved in advance, (unless there is an emergency situation). Leave that is not currently available for processing through the LEO system should be requested on an Application for Leave (SF-6) form.

II. PURPOSE:

This policy is intended to ensure that each employee understands his/her responsibility in the area of attendance, leave usage, the process for requesting leave, work schedules, and work hours. Further, to the extent possible, it is

intended to allow employees as much control as possible over their working conditions while maintaining an efficient and effective operation.

Excessive tardiness and absenteeism create an unnecessary hardship for those who are responsible for getting the job done. It is necessary for the effective operation of business that employees are to be present and able to perform their job duties when expected.

III. APPLICABILITY:

This policy applies to _____.

IV. PROCEDURE:

A. Hours of Work/Work Schedules

Employees in the following units, OR, employees with the following job titles, OR, the following employees, have the option of either working a traditional work schedule [(8) hour workday, Monday through Friday], **or** a flexible work schedule. Flexible work schedules will include the following options only:

- Four (4) ten (10) hour days in a one-week period, Monday through Thursday or Tuesday through Friday, **OR**
- Four (4) nine (9) hour days plus one (1) four (4) hour day, either Monday or Friday, per week, **OR**
- Four (4) nine (9) hour days in one week of a pay period [36 hour week] and four (4) nine (9) hour days plus one (1) eight (8) hour day in the other week of the same pay period [44 hour week]. The scheduled day off is either Monday or Friday. **This option is available only to employees classified as "exempt" under the Fair Labor Standards Act (FLSA).**
- All schedules offered, including days off, must be consistent, i.e., consistently Monday through Thursday or consistently Tuesday through Friday etc., for the duration of any six (6) month period.
- The workday shall begin at any quarter hour, half hour, or hour between 6:30 a.m. and 9:00 a.m., and the workday shall end at any quarter hour, half hour, or hour between 3:30 p.m. and 6:00 p.m. All sections shall be open and all functional areas shall be operational between 8:00 a.m. and 4:30 p.m.

Employees should be aware that if and when the section head approves the work hours and work schedule requested by the employee on the **Request for Flexible Work Hours/Work Schedule** form, those hours and/or that schedule will be in effect on the effective date indicated on the form and for a duration of six (6) months (unless altered by the section head or appointing authority). The form may be obtained from the Office of Human Resources website at:

<http://www.state.la.us/ohr>

Employees' schedules will include a lunch break of _____ minutes which is to be taken during the hours of _____ to _____ and two break periods of 15 minutes each, which are to be taken during the hours of _____ a.m. to _____ a.m. and _____ p.m. to _____ p.m. It should be noted that if a schedule includes a four (4) hour workday, no lunch period and only one 15-minute break is allowed on the four

(4) hour workday. Break time cannot be used to extend the lunch period for early departure.

For flexible work schedules, leave will be handled in the following manner. If an employee takes off a day on which he/she is scheduled to work four (4) hours, eight (8) hours, nine (9) hours, or ten (10) hours, he/she will take four (4), eight (8), nine (9), or ten (10) hours of leave, respectively.

Per **La. R.S. 1:55 B.(4)**, if one or more holidays or half-holidays fall on a full-time employee's regular day off, his holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency. Employees whose regular work hours do not fall in the time period, or fall only partly within the time period, of the holiday shall receive a number of hours equivalent to the holiday through compensatory time or over-time. Part-time employees having a regular work schedule will receive benefits in a similar manner as full-time employees except that their benefits will be prorated to the number of hours normally worked.

Employees should be aware that if a flexible work schedule is chosen, holidays will be handled in the following manner. If a holiday falls on a day regularly scheduled to be an eight (8), nine (9), or ten (10) hour workday, the employee has an eight (8), nine (9) or ten (10) hour paid holiday. If a holiday falls on a day regularly scheduled to be a four (4) hour workday, the employee has a four (4) hour paid holiday.

Should flexible hours be available to employees, those employees ***choosing*** flexible schedules must understand that there will be occasions when two equally situated employees who work the same hours while traveling together, or as a result of a holiday occurring during the workweek, may be compensated differently.

Should the appointing authority send employees home for any reason without effecting an "Office Closure", those employees who are not at work as a result of pre-approved leave, will remain on that leave. Time and attendance will not be adjusted to re-credit the leave to those employees.

B. Prior Approval For Leave

All leave (annual, sick, compensatory, leave without pay, etc.) must be approved in advance (unless there is an emergency situation). Leave that is not available for processing through the LEO system must be requested on an Application for Leave (SF-6) form.

Annual leave and other applicable leave (i.e. jury leave, educational leave, etc.) must be requested and approved in advance via the online leave system in LEO. If the employee cannot predict the amount of time needed for the leave he/she shall immediately upon returning to the office or at home (optional) input the amount of leave used into the LEO system. All annual leave and other applicable leave, regardless of the predictability or duration, is required to be submitted through LEO. The only time an Application for Leave (SF-6) form shall be used is when the leave cannot be predicted and the leave occurred in a prior pay period, or the appointing authority has granted an exemption from the requirement of LEO. Note: At no time should an employee assume that because a request for leave has been submitted online that the leave has been approved and he/she leaves the workplace.

Additionally, any leave requested from a home PC does not eliminate the employee's responsibility to obtain approval and/or notify his/her manager of an absence. All leave will be utilized and recorded in no less than six-minute increments.

When the need for sick leave is predictable (for medical, dental appointments, etc.), the employee should submit a request for leave via the online leave system in LEO, unless the section has received an exemption. If the employee cannot predict the amount of time needed for the sick leave he/she shall immediately upon returning to the office or at home, (optional) input the amount of sick leave used into the LEO system. All sick leave, regardless of predictability or duration, is required to be submitted through LEO. The only time an Application for Leave (SF-6) form should be used is when the sick leave cannot be predicted and the leave occurred in a prior pay period, or the appointing authority has granted an exemption from the requirement of LEO.

The employee's immediate supervisor or one of the persons listed in this policy must be notified immediately if the employee must leave the office unexpectedly and without prior approval.

C. Notification of Inability to Report to Work When Expected

If an employee cannot report to work when scheduled or return from lunch or break by the assigned time, he/she must contact his/her immediate supervisor within _____ minutes of the time he/she was to report. If the employee cannot reach his/her immediate supervisor, he/she is to notify one of the persons listed in this policy. Notification to a co-worker will not be acceptable.

The employee may be required to produce specific documentation/evidence of the nature of his/her absence such as a hospital bill, a police accident report, or any documentation that supports the absence, upon his/her return to work. Should documentation be required, approval of the leave may be based upon what is produced. Should the employee fail to produce sufficient documentation/evidence, leave may be denied and the employee could be placed on leave-without-pay (approved or unapproved).

D. Tardiness

Events of tardiness will be recorded by date, day, time and increments of six minutes. However, at the discretion of the section head, minutes exceeding six minutes (or multiples of six), may be held and recorded until such time six minutes of tardiness has been accumulated and can be deducted. For time efficiency, section heads may also choose to accumulate minutes of tardiness until such time that one-half hour of tardiness is accumulated before entering into ISIS/HR. Documentation must be maintained for audit purposes.

If the tardiness was less than six minutes and with specific approval from the supervisor, the employee may work during a portion of his/her lunch or after his/her regular quitting time to make up the minutes of tardiness.

Consistent tardiness will result in disciplinary action.

E. Reporting Inability to Report to Work

In the event that an employee cannot contact his/her immediate supervisor as instructed elsewhere in this policy, one of the following persons must be contacted. The employee must attempt to contact the persons listed in the order given; when one individual on the list is contacted, the other named individuals do not need to be contacted.

	Name	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Upon making contact with the immediate supervisor or one of the persons listed, the employee should provide the following information:

1. Name, and
2. Time the employee was expected at work, and
3. The cause of the employee's inability to report to work (illness, child's illness, car trouble, death in family, etc.), and
4. How long the employee expects to be absent and when the employee can report to work.

If the absence involves more than one day, the employee must call each day (following the instructions given above) until such time as the employee is notified that he/she need not call.

F. Documentation

Employees should be aware that they might be required to submit documentation regarding an absence depending upon the circumstances. As an example, you may be required to document an absence due to illness by submitting a completed Health Care Provider Certification (OF-681). Your supervisor may request such documentation at any time.

G. Overtime

If the employee believes that overtime is necessary for the completion of a project or work produce, prior approval to work overtime should be sought from the supervisor to work the overtime. If the situation does not provide the opportunity to secure prior approval, the employee may work the overtime, however, the supervisor must be notified as soon as possible after the overtime was worked. If the supervisor determines that the employee's judgment about working overtime is inappropriate, the supervisor may instruct individual employees that they may not work overtime without specific prior approval.

With the supervisor's approval, small increments of overtime worked may be recorded and credited at the point where the cumulative amount equals six minutes. The overtime worked must be documented including the date, time and purpose of the overtime.

V. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the appointing authority for consideration.

It is the intention of the Division of Administration to be reasonable when unavoidable absences occur and to consider such situations in light of past experience with each employee.

VI. QUESTIONS:

Questions regarding this policy should be directed to _____.

VII. VIOLATIONS:

Failure to follow this policy and/or excess amounts of tardiness may result in your being placed on unauthorized leave without pay for the time period of your absence and could result in disciplinary action.