

PROCEDURE 401-3 - ATTENDANCE AND PUNCTUALITY

To fulfill Johnson County Government's mission of providing exemplary public service, and out of respect for other employees, the County expects all employees to arrive at work on time and to maintain regular attendance. Regular, reliable, predictable, and punctual attendance is an essential function of every position within the County. Working scheduled hours, including mandatory overtime when applicable, is also an essential function of each employee's position.

Reporting Absences/Tardiness

Employees must notify their department/agency/office as soon as possible when they will be absent, tardy, or need to leave work early. The notice must be given in the manner designated by the department/agency/office and must include a reason for the absence or tardiness and the employee's expected arrival time or return date. Where the reason is due to a physical or mental health condition, employees are not required to disclose the specific condition to their supervisor. Unless the department/agency/office has a different rule, employees must notify their supervisor of the anticipated absence or tardiness within 30 minutes of the employee's scheduled starting time. If the supervisor is unavailable, notification should be made to the department/agency/office leader or other designated person. The supervisor should keep a record of the date and reason for the absence or tardiness. Unless the employee is on an approved continuous leave of absence, employees must follow the reporting procedure each day they are absent.

Medical Information

Subject to any statutory or regulatory limitations, the County may require reasonable medical documentation from an employee's health care provider for any absence due to the employee's mental or physical health. The County may also require documentation from the employee's health care provider that an employee is fit to return to work when the employee has been absent for any period of time due to a health reason, but the employee must provide such documentation prior to returning to work where the employee has been absent for 15 calendar days. Due to federal and state laws regulating employee medical information, all requests for medical information must be made by the Department of Human Resources, not the employee's department/agency/office.

Reporting to Work Unprepared

Employees who report in a condition considered not fit for work, whether due to lack of required equipment or attire, illness, or any other reason, will not be allowed to work. Depending on the situation, this may be treated as an unauthorized absence or tardiness and the employee may be required to use accrued leave or, as permitted under the Fair Labor Standards Act, may not be paid for the time.

Unauthorized and Excessive Absences/Tardiness

Unauthorized or excessive absences or tardiness may result in corrective action up to and including separation from employment. An absence is unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. Authorized absences that are protected by law, including the Family and Medical Leave Act, the Americans with Disabilities Act, state worker's compensation laws, and the Uniformed Services Employment and Reemployment Rights Act, will not count against an employee's attendance record.

Job Abandonment

Supervisors are expected to advise the Department of Human Resources when an employee has been absent for three consecutive workdays without giving proper notice. Unless there are extenuating circumstances approved by the Department of Human Resources and the department/agency/office leader, the Department of Human Resources will document that the employee has voluntarily resigned in accordance with the Separation from Employment Policy.

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