



Attendance

Administrative Regulation | Attendance & Time Management | #5.02

Effective Date: July 1, 2021

Revised Date:

Supersedes:

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

Purpose

This policy provides general guidelines for attendance and provisions for addressing excessive absenteeism or ***tardiness***.

Scope

This regulation applies to all employees.

Policy

Punctuality and regular attendance are an essential responsibility of every City employee. ***Tardiness*** and ***absences*** impact coworkers, supervisors, and the public. Employees are expected to report to work as scheduled, on time, prepared to start work at the beginning of their shift, and to remain at work for the entire scheduled shift.

An ***absence*** may be considered short notice or an ***unscheduled absence*** when an employee fails to call in, gives late notice, or fails to give advance notice for an ***absence*** which could be anticipated. ***Excessive short notice*** or ***unscheduled absences*** and ***tardiness*** may result in discipline. No employee will suffer discrimination or retaliation for requesting or using protected leave as defined by federal or state law.

Procedure

1. Notification

- a. Employees should follow the notification procedures for their respective departments. If an employee is absent for any reason, they are typically expected to notify their supervisor or designee, indicating the reason for the ***absence***, prior to the start of their regularly scheduled shift.
- b. During ***absences*** extending more than one day, employees are expected to keep their supervisor informed of their anticipated return date.
- c. Employees may be required to provide evidence to support the reason(s) for the ***absence***.

2. Pre-scheduled Time Off

- a. Pre-scheduled time off not scheduled in accordance with department notification procedures is considered short notice.
- b. Pre-scheduled time off for doctor appointments should be approved in advance by the supervisor, at least twenty-four (24) hours beforehand.

3. Short Notice/Unscheduled Time Off

- a. An *absence* shall be considered short notice when the time off is not scheduled in advance per department policy or protocol. If not otherwise specified within a department procedure, employees are expected to notify their supervisor of an unexpected *absence* at least thirty minutes prior to the start of their workday or shift.
- b. If no policy or protocol is in place, then an *absence* is considered “short notice” when notice occurred with less than 24 hours’ advance notice. Exceptions may be excused by a supervisor for the following reasons:
 - (1) Car accident.
 - (2) Inclement weather (e.g., heavy rain, snow, ice) which affects travel conditions.
 - (3) Health emergency.
- c. *Absences* due to approved leave under the state and federal Family Medical Leave Act and/or other approved leave(s) including Oregon Sick Time, bereavement, jury duty, and military leave, or under the Americans with Disabilities Act will not be included when considering an employee’s attendance record and will not be considered a short notice *occurrence*.

4. Tardiness

- a. If an employee fails to report to the assigned work site at the scheduled time or departs early from work, the time missed is considered “tardy” unless prior approval has been received. This applies to returning to work after scheduled breaks and meal periods.
- b. A tardy that is more than sixty (60) minutes will be considered *short notice/unscheduled absence*.
- c. With prior approval, employees may flex their schedule or extend the workday to make up lost time.

5. Pattern of Abuse

- a. If a *pattern of abuse* is identified or the frequency of short-notice *absences* becomes excessive, employees may be subject to discipline.

6. No Call/No Show

- a. An employee who is absent for three consecutive days without notification, unless due to an emergency or unavoidable situation, as determined by the supervisor, shall be considered to have abandoned their job as of the last day of active employment.

7. Utilization of Leave Accruals

- a. All City employees, including FLSA-exempt employees, are required to use their available leave accruals for *absences*.
- b. Employees are not required to use leave accrual beyond their regularly scheduled work hours in any given **pay week**.

8. Oregon Sick Time Leave

- a. The Oregon Sick Time law provides employees with up to 40 hours, per calendar year, of protected sick time off, if they have the available accrued paid leave (e.g. PTO, vacation, or sick leave).
- b. Use of leave for legally protected reasons under the Oregon Sick Time law and other applicable statutes (e.g., FMLA, OFLA, Workers Compensation) shall not be used as a reason for taking adverse employment action against an employee. Employers are prohibited from interfering or retaliating against an employee who requests or uses sick time for protected leaves.
- c. Employees are not required to find a replacement worker or work a different shift to use sick time, although time may be flexed during that work week if mutually agreed upon.

Definitions

Term:	Definition
Absence:	An employee’s failure to report for one or more scheduled workdays. An absence may consist of a single day or multiple consecutive days for the same reason.
Excessive Short Notice or Unscheduled Absence:	More than three (3) <i>unscheduled absence</i> occurrences within a rolling six-month period, or more than six (6) <i>unscheduled absence</i> occurrences within a rolling twelve-month period. Note: The first forty (40) hours of paid sick leave used in a calendar year may not be counted as occurrences when determining excessive absenteeism, in accordance with Oregon sick time law.
Excessive Tardiness:	More than three (3) unscheduled late arrivals or unscheduled early departures within a rolling thirty (30) calendar-day period.

Occurrence: A single event of attendance noncompliance, which may include:

- One day or multiple consecutive days of absence for the same reason;
- A tardy of more than sixty (60) minutes; or
- A short-notice event resulting in unapproved time away from work, including leaving work early without prior approval.

Pattern of Abuse: A recurring attendance pattern that indicates misuse of leave or attendance expectations, such as absences occurring on the same day of the week or immediately before or after holidays on at least three (3) occasions within a rolling twelve-month period.

Pay Week: The seven (7) consecutive calendar-day period used to determine overtime eligibility, beginning at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday.

Tardiness: Failure to be present and prepared to work at the scheduled start of a shift, following rest breaks, or after a meal period, including early departures from a scheduled shift without prior approval.

Related Resources

Administrative Regulations:

1. [Contagious Illness](#)
2. [Family Medical Leave](#)
3. [Leave of Absence](#)
4. [Sick Leave](#)