Attendance, Absences and Personal Emergency

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

A. Scope

B. Policy Statement

1. Regular attendance is a condition of employment. All employees are personally responsible for reporting absences to their supervisor before the employee is scheduled to begin the workday. If the absence is due to an emergency, the employee must notify the supervisor as soon as possible as to the reason and expected time of return.

2. Three consecutive working days absence without proper notification to supervision may be cause for termination.

3. Five consecutive working days absence without notification to supervision is cause for termination.

4. With respect to pay and time-off-benefits accruals, an absence will fall into one of three categories:
   a. Absence with pay and with time-off-benefits accrual
   b. Absence without pay and with time-off-benefits accrual
   c. Absence without pay and without time-off-benefits accrual
C. Procedures

1. If the supervisor cannot be reached, the employee must follow the call-in procedure of the department.

2. Absences with pay and with time-off-benefits accrual:
   
a. Time-off-benefits will be accrued and pay received for absences allowable under the policies which explain vacation, income protection, holidays, compensatory time off for overtime worked, funeral attendance, court or jury duty, military training, voting, and adverse weather/working conditions.

   b. Time-off-benefits will be accrued if the employee is receiving full pay by supplementing Worker’s Compensation payment with paid-time-off benefits. Time-off-benefits are not accrued if the employee is receiving only Worker’s Compensation payment.

3. Absences without pay and with time-off-benefits accrual:
   
a. Time-off-benefits are accrued during absences without pay under the following conditions:
      
i. The period of absences must be less than 30 calendar days, and

      ii. The employee is prevented from working due to a short layoff (see the Reduction in Force policy), or at the request of the supervisor/department head; or,

      iii. The employee cannot travel to work because of adverse weather (but the campus is not closed), or is prevented from working because conditions or facilities make it impossible or impractical to work, or,

      iv. The employee is on Union Business release time without pay as provided for in the Union-Administration Relations policy.

   b. Time-off-benefits are accrued when an employee is serving military duty. This additional accrual is limited to vacation and is equal to the amount that the person would have earned had the military leave of absence not occurred, up to a maximum of one year's additional accrual. The rules on the maximum usage of vacation in a year will continue to apply.

4. Absences without pay and without time-off-benefits accrual
   
a. Time-off-benefits are not accrued while on temporary reduction in force, leave of absence, or when absence or tardiness is not covered by any option explained above.

   b. Continuous periods of absence without pay can cover a maximum of 30 calendar days for full-time Staff (prorated for part-time); if employee has not returned to the job, a leave of absence or termination must be initiated.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.
E. Web Address for this Policy

hr.iu.edu/policies/police/smc/absences.html