Updated: July 1, 2006
This policy supersedes previous standard operating procedures and/or related documents and policies.

PURPOSE:

Provide notification of each sick time (absence) or lateness or emergency vacation request before the start of the scheduled work shift. This call-off policy affects hourly paid employees who work within Building Maintenance & Operations, Grounds, and Custodial & Pest Control Services.

PROCEDURE:

Sick time (absence) or lateness notification

An employee must notify management for each sick time (absence) or lateness in reporting to work before the start of the scheduled work shift. The notification must be received at least fifteen (15) minutes before the start of the work shift up until fifteen (15) minutes past the start of the scheduled work shift to be considered proper notification.

NOTE: Providing proper notification does not excuse an employee from receiving discipline for absences and lateness. (Reference the Facilities Performance Requirements and Disciplinary Action Policy and the Facilities Attendance Policy).

When providing notification of being sick (absent) from work or late arriving to work, an employee must state a reason why they will be absent from work or late arriving to work.

Call your immediate manager or designee, when informing them that you will be sick (absent) from work for one day or late to work that day. If your immediate manager or designee is not available when you call, you must leave a voice mail message on the designated telephone. If you are providing notification for more than a one day absence or for the second consecutive day, you must speak to your immediate manager or designee. This process ensures accurate information is received and recorded.
Emergency vacation requests

If you are calling to request an emergency vacation, you must speak to your immediate manager or designee. Emergency vacations will be granted based upon operational needs. **Voice mail messages are not permitted when requesting an emergency vacation.** (See AFSCME #3472 cba, Section 15.1 and AFSCME #439 cba, Section 15.1)

Designated telephone number(s) will be provided to employees by their manager or designee for notification purposes.

Failure to provide proper notification of your absence(s) or lateness may result in disciplinary action.

**HEATING/CHILLED WATER OPERATORS & UTILITY OPERATOR/MECHANICS:**

Employees who work in these occupations should send an e-mail message to their manager (or designee) as soon as possible after the event indicating that they called off from work. In addition, the employee who called off needs to continue getting their shift covered through another colleague in order to allow for continuous shift coverage. (This is the standard operating procedure).

**Staff whose regular scheduled work week includes Saturdays and/or Sundays, or who are scheduled to work overtime:**

**CUSTODIAL & PEST CONTROL SERVICES:**

The employee must leave a voice mail message on the designated telephone.

Provide notification of each sick day (absence) from work or lateness before the start of the scheduled work shift. If notification is received at least fifteen (15) minutes before the start of the work shift up until fifteen (15) minutes past the start of the scheduled work shift, it will be considered proper notification.

**MAINTENANCE & GROUNDS:**

Maintenance and Grounds staff whose regular scheduled work week includes Saturdays and/or Sundays, or who are scheduled to work overtime must call 831-1141 and speak with a “Dispatcher.”

Provide notification of each absence or lateness before the start of the scheduled work shift. If notification is received at least fifteen (15) minutes before the start of the work shift up until fifteen (15) minutes past the start of the scheduled work shift, it will be considered proper notification.
Staff whose regular scheduled work week is working 2\textsuperscript{nd} shift

**MAINTENANCE ONLY:**

An employee who is scheduled to work 2\textsuperscript{nd} shift, must speak with their manager or designee a minimum of one (1) hour prior to the start of their regular scheduled shift. If the employee’s manager or designee is not immediately available, then the employee must contact and speak directly with a "Dispatch Representative," by calling 831-1141. Voice mail messages are not acceptable for 2\textsuperscript{nd} shift employees.

Staff whose regular scheduled work week is working 3\textsuperscript{rd} shift

**MAINTENANCE ONLY:**

An employee whose regular scheduled work week is working the 3\textsuperscript{rd} shift must provide notification of each sick day (absence) from work or lateness before the start of the scheduled work shift. If notification is received at least fifteen (15) minutes before the start of the work shift up until fifteen (15) minutes past the start of the scheduled work shift, it will be considered proper notification.

An employee whose regular scheduled work week is 3\textsuperscript{rd} shift, and/or an employee who is scheduled to work scheduled overtime during the 3\textsuperscript{rd} shift, must call 831-1141 and speak with a “Dispatcher.”

**Extreme Weather Conditions:**

Building Maintenance & Operations staff must refer to the Facilities Extreme Weather Policy, specifically written for AFSCME #3472 members of Maintenance.

Grounds and Custodial staff are considered essential during extreme weather conditions. Staff members must follow their organization’s standard operating procedures.