

ATTENDANCE POLICY

Objective

The purpose of this policy is to set forth Rockdale County's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the county and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at Rockdale County. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

The following types of time off will not be considered grounds for disciplinary action under this policy:

- Approved leaves of absence, including jury duty leave, military leave, leave protected under the Family and Medical Leave Act or Georgia law, and time off or leave provided under the Americans with Disabilities Act or Georgia law
- Time off due to a work-related injury that is covered by workers' compensation
- Unscheduled absences or tardiness resulting from circumstances beyond the employee's control, including, for example, unexpected school delays or closures and inclement weather that interferes with an employee's ability to arrive to work on time.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- 1) Excused absence occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- 2) Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than one (1) hour before the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

- Employees with three or more consecutive days of unexcused absences because of illness or injury must give Rockdale County proof of physician's care and a fitness for duty release prior to returning to work.
- Employees must take earned PTO for every absence unless otherwise allowed by County policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. An employee is deemed to be tardy whenever he/she fails to report to work or return from a scheduled break more than

seven (7) minutes past his or her scheduled time. Although 7 minutes is the tardiness determination for half an occurrence, excessive late instances past the scheduled time or not entering your time properly as required may result in disciplinary action. If employees cannot report to work as scheduled, they must notify their supervisor no later than one (1) hour before their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absences in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Public Safety

In addition, public safety departments are allowed to develop, adopt and enforce more stringent time and attendance standards and/or procedures as deemed necessary for their operation.

Policy Changes

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.


Approved this 8th day of December 2020.

Rockdale County Board of Commissioners



Oz Nesbitt, Sr., Chairman

ATTEST:



Jennifer Rutledge, County Clerk