

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Reporting Absence**

**CHAPTER: V**

**SECTION: 5**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 7/06, Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

Any day that an employee must be absent from his/her scheduled shift he/she must report the impending absence to his/her department head or specific designee prior to the start of the scheduled shift. The specific amount of advance notice required is governed by the respective bargaining agreements, where applicable.

Advance notice is essential in order to ensure necessary shift coverage can be maintained, and that work can be re-scheduled to prevent missed deadlines or other possibly serious consequences of the absence. Employees not covered by a collective bargaining agreement must report absence no less than thirty (30) minutes prior to the start of their shift.

## II. GUIDELINES

### A. Notification of Absence

1. Employee must provide the reason for the absence, the specific nature of the illness or injury (if the absence is due to either), and the date that return to work is expected. If for illness in the immediate family, the relationship of the family member to the employee and the nature of illness or injury must be stated.
2. In certain circumstances, the employee may be required to furnish a certificate or affidavit issued by the attending physician certifying to the necessity for the absence. This certificate or affidavit should be filed with Human Resources. Employees should refer to their respective collective bargaining agreements where applicable.

### B. Call-in Procedure

1. It is essential that the call be made only to the department head or to a person specifically designated by the department head to receive notifications of absence. No other persons are authorized to accept any call-in to report any absence, and calls to such persons will not constitute proper notification under this policy. Further, text and/or email messages shall not constitute proper notification of absence under this policy.
2. When an absence is not expected to exceed five (5) days, the employee must, at the time of call-in, state the anticipated date of return to work. If he/she fails to do so, he/she will be expected to either report to

work the following day, or to call in on daily basis thereafter until he/she does return to work.

C. Leave Without Pay

1. If an employee calls in to report absence due to illness/injury and does not have any sick leave accrued, the time will be reported as Leave Without Pay (LWOP). A department head may choose to charge the employee's illness to vacation or personal time at his/her discretion, if employee has such time accrued. The employee will not be paid for the absence when time is reported as LWOP.
2. Part-time employees who do not accrue paid leave will not be reimbursed for their absence. Further, the department is under no obligation to reschedule a part-time employee to make up for the hours lost due to absence.
3. In case of failure to report within the stated time limits, absence shall not be deductible from sick time and shall be considered as time off without pay, unless employee provides a reason satisfactory to the department head or designee.

D. Disciplinary Action

Repeated failure to report absence in a timely and appropriate manner may be the basis for disciplinary action.