

112 – ABSENTEEISM AND TARDINESS

- A. The Court System recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Sick and annual leave have been provided for those needs.
- B. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and supervisors. Being consistently present at the job, while arriving and leaving as scheduled, is an essential element of proficient overall individual performance.
- C. An employee is expected to be at the employee's desk ready to begin work at the scheduled starting time. An employee who anticipates late arrival to work or who will be absent is required to call if possible and speak with the employee's supervisor or designee before the employee's scheduled starting time. The employee is required to call each morning for each day of absence unless the supervisor provides an exception. The call must be made by the employee unless the medical condition makes communication impossible.
- D. Excessive Absence or Tardiness
 - 1. Excessive absence or tardiness is defined as a documented pattern of unscheduled absences or tardiness regardless of the reason.
 - 2. Unscheduled absences are absences that have not been prescheduled or preapproved by the employee's supervisor.
 - 3. Scheduled absences include the following:
 - a. Paid holiday (except when scheduled to work on the holiday);
 - b. Approved scheduled vacation;
 - c. Approved scheduled medical appointments;
 - d. Leave of absence authorized prior to the absence;
 - e. Being required to serve on jury duty;
 - f. Funeral leave;
 - g. Suffering a work-related injury which prevents working;
 - h. Leave of absence under the Family and Medical Leave Act;
 - i. Military leave; or
 - j. Other reasons approved in advance by the supervisor.
- E. The supervisor may request a physician's note for an unscheduled absence due to illness. The Human Resource Director must be notified by the supervisor of an employee's unscheduled absence of more than three consecutive full calendar days including

intervening weekend and holidays unless the supervisor knows that the Family Medical Leave Act is not implicated.

- F. Violation of this policy may lead to corrective action up to and including dismissal.

Approved by the Supreme Court 4/1/12; amended 7/13/22