

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Appendix A.10 Department Call-Off and Notification of Tardiness Policy
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/2010
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REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to clearly state how unscheduled/unexpected absences shall be reported.

POLICY

Unscheduled/unexpected absences shall be reported. Employees who are unable to report to work and who have not received prior approval for leave, shall be responsible for notifying their immediate supervisor, or if the supervisor is unavailable, the next available supervisor within each employee’s chain-of-command. Employees can also use the program’s specified call-off procedure.

BACKGROUND

N/A

GLOSSARY OF TERMS

N/A

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. Employees who are unable to report to work and who have not received prior approval for leave shall be responsible for notifying their immediate supervisor, or if the supervisor is unavailable, the next available supervisor within each employee’s chain-of-command, of their absence. Employees can also use the program’s specified call-off procedure, if applicable.
- II. In addition, employees who are unable to report to their work location, ready to commence their duties at their starting times, shall notify their direct supervisor, or if the supervisor is unavailable, the next available supervisor within each employee’s chain-of-command of their delay.
 - A. Absent extenuating circumstances, the notification shall be made at least thirty (30) minutes before the scheduled start of their workday and the leave request form shall be submitted to the supervisor the day the employee returns to work.
 - B. It is expected that during the call, the employee will provide contact information for that day (i.e., home telephone, pager, cell phone, etc.). The supervisor must also be notified on each additional date of absence unless the employee has communicated to the supervisor that his/her absence will be for an extended period of time. If the employee is calling because he/she is going to be late, he /she is to provide an estimated arrival time. If that time is unknown or circumstances provide that the employee cannot arrive at the estimated time,

the employee is to update the supervisor prior to the estimated arrival time or each whichever. The employee shall also identify any work-related meetings or other situations that will be affected by the employee's absence.

III. Failure to complete notification procedures as directed may constitute an absence without leave (AWOL) for all scheduled hours not worked and may subject the employee to discipline.

NOTE: Personal Business Day (PBD) requests less than 48 hours in advance and vacation requests are at supervisor's discretion to approve.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Department Human Resources Officer, Primary Author
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APPENDICES

N/A

REFERENCE FORMS

[Request for Leave Form](#)

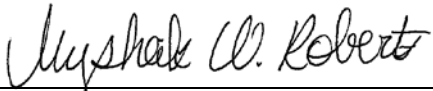
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



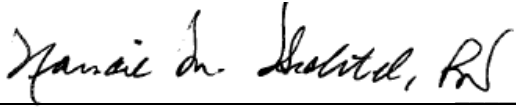
Kevin G. Williams, Department Human Resources Officer

11 / 30 / 2018
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