

1454b Unplanned Absences

1. PURPOSE

To ensure that an adequate number of employees are available to provide continual high quality responsive, efficient, and effective service delivery for the City of West Allis. All employees have an obligation to the taxpayers of City of West Allis, customers, their departments, and fellow employees to strive for timely, regular, and engaged attendance. Such attendance is essential to provide efficient and effective service delivery and responsible utilization of available resources. Unscheduled employee absences adversely affect productivity and efficiency, put additional burdens on employees who do report to work, cause delays in providing service, and create unnecessary costs. Employees are expected to live and work safely, both at home and at work. Employees are further expected not to allow minor ailments or inconveniences prevent them from reporting to work as assigned. Failure to maintain timely, regular and engaged attendance will result in progressive discipline including suspension without pay and/or termination.

2. ORGANIZATIONS AND PERSONS AFFECTED

The policy applies to all City employees and officials except:

- a. Library employees
- b. Police Department employees
- c. Fire Department employees
- d. Municipal Court employees
- e. Elected officials

3. POLICY

It is the policy of the City of West Allis to establish uniform guidelines relating to attendance and absence control.

4. REFERNCES

#1403 Disciplinary Action and Grievance Procedures
#1410 Total Benefit Package
#1412 Holidays
#1430 Sick Leave
#1432 Vacation
#1448 Family and Medicate Leave Act Policy
#1469 Voluntary Time Off
#1485 Bone Marrow and Organ Donation Leave

5. DEFINITIONS

- a. "Chargeable occurrence" means any time any employee uses specified paid leave during a scheduled work shift and any of the following applies:
 - i. The employee requested that same time off in advance and was denied
 - ii. The employee has established a pattern of taking days off, including but not limited to:

- (1) Extending a weekend, holiday, or scheduled vacation
- (2) Taking a recurring day of the week or month off
- (3) Using accrued time soon after it has accrued

b. "Specified paid leave" means any paid leave other than bereavement/funeral leave, jury duty, military duty, bone marrow and organ donation leaves, or any leave the City must allow under federal or state law.

6. PROCEDURES

a. Graduated Discipline

- i. An employee who has a chargeable occurrence shall receive a verbal warning for each of the first 2 chargeable occurrences.
- ii. If an employee has 3 chargeable occurrences within a 60-day period, the employee shall receive a written warning that any chargeable occurrences in the subsequent 6 months may result in suspension without pay.
- iii. If an employee has 1 chargeable occurrence within 6 months after receiving a written warning under this policy, the employee may be suspended without pay for 1-5 days and notified that any chargeable occurrences in the subsequent 6 months may result in termination.
- iv. If an employee has 1 chargeable occurrence within 6 months after being suspended under this policy, the employee may be suspended without pay for 5-10 days or terminated.

b. Pay Limitations. Any employee who has been suspended under this provision is not eligible for pay increases, steps, or participation in educational achievement, score corps, or pay for performance programs for 12 months after completing the suspension day(s).

c. Proof for Sick Leave. Employees may be required to provide documentation that supports the use of sick leave or PTO used as sick leave.

d. Employee Assistance. An employee who receives a written warning or suspension under this policy may be required to consult with EAP as a condition of employment.

HISTORY

Adopted by Res. R-2021-0881 on 12/14/2021