

## SUNY New Paltz

### TIME AND ATTENDANCE PROGRAM

#### 816.A. – Policy Statement

1. It is the policy of SUNY New Paltz to review the sick leave usage and accruals of Management/Confidential, Faculty, Professional and Classified staff as specified herein.
2. The overall responsibility to administer this Program is delegated to the Director of Human Resources.

#### 816.B. – Purpose

1. To assist staff in the appropriate use of their sick leave benefit.
2. To support staff in maintaining adequate sick leave balances so they have protection in the event of unforeseen accidents or illnesses.
3. To provide staff with guidance in addressing and resolving problems with sick leave.
4. To document instances of the inappropriate use of sick leave.
5. To encourage good attendance and the beneficial effect it has on morale and productivity.

#### 816.C. – Participation

Staff may become participants in this Program when one or more of the following circumstances of sick leave absences occur:

1. More than two sick leave absences before and/or after a weekend, passday, holiday or closing in a three month time period.
2. More than four sick leave absences in a three month time period.
3. Absent for sick leave on a day for which time off was previously requested but denied.
4. Failure to notify the immediate supervisor of an absence due to illness for **each** day of an absence, unless there is verification of extended illness or hospitalization.
5. Attendance patterns, which may indicate possible sick leave abuse.

#### 816.D. – Extenuating Circumstances

1. Extenuating circumstances, such as an extended illness or serious accident, will be considered in determining whether or not a staff person becomes a participant in the Program.
2. Staff should contact the Human Resources office if they believe there are extenuating circumstances which may exempt them from becoming a participant in the Program.

#### **816.E. – Phase I – Review**

1. The staff person receives written notification from Human Resources that he/she is being placed on Phase I for one or more of the reasons in 816.C.
2. The staff person is scheduled for one or more discussions with Human Resources, and his/her supervisor to review the circumstances.
3. The staff person's attendance will be reviewed by Human Resources and the supervisor for three months.
4. If satisfactory improvement is made, the staff person then receives written notification that he/she is no longer under review.
5. If satisfactory improvement is not made in three months, the staff person may be placed on **Phase II – Medical Documentation**. He/she will receive written notification of such action.

#### **816.F. – Phase II – Medical Documentation**

1. The staff person receives written notification from Human Resources that he/she is being placed on Phase II because satisfactory improvement has not been made under Phase I in 816.E.
2. The staff person is scheduled for one or more counseling sessions with Human Resources and his/her supervisor to discuss the problem.
3. The staff person will be required by written notification to submit a completed **Medical Statement** (see 816.G.) to verify each sick leave day and/or occurrence subsequent to the effective date of being placed on Phase II. (An "occurrence" is two or more consecutive sick leave days).
4. The staff person's attendance will be reviewed by Human Resources and the supervisor's for three months.
5. If satisfactory improvement is made, the person then receives written notification that he/she is returned to Phase I or is no longer in the Program.
6. If satisfactory improvement is not made in three months, the staff person may be subject to disciplinary action under the appropriate union agreements, and the documentation under this Program may be used in such action.

### **816.G. – Medical Statement and Examination**

1. The **Medical Statement** is a confidential document, which is to be submitted directly to the Human Resources office in a sealed envelope.
2. The **Medical Statement** is the only medical documentation form that will be accepted by the college.
3. The college reserves the right to reject the **Medical Statement** as unsatisfactory if it is not complete or if it is not specific enough in explaining why the staff person is either **able** or **unable** to perform the duties of his/her position.
4. The failure of a staff person to submit a **Medical Statement** may result in disciplinary action.
5. The College reserves the right to direct staff to be examined by a medical professional selected by the State at the State's expense. Unexcused failure to report such an examination may result in disciplinary action.

### **816.H. – Supervisory Responsibility**

1. Supervisors and chairs are responsible for reviewing attendance records monthly and for notifying Human Resources when any of the sick leave absences specified in 816.C. above occur.
2. This responsibility is hereby made a formal part of all supervisor's and chair's performance programs.
3. A supervisor's or chair's failure to notify Human Resources when a staff person's sick leave absences occur as specified in 816.C. may subject the supervisor or chair to disciplinary action.