


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

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| <b>Section:</b>            | <b>Administrative</b>   | <b>Procedure Number:</b> | <b>ADM-49</b>        |
| <b>Subject:</b>            | <b>Time Off</b>   | <b>Effective Date:</b>   | <b>April 2001</b>    |
|                            |   | <b>Revised Date:</b>     | <b>January 2017</b>  |
| <b>Facilities Officer:</b> |  | <b>Reviewed Date:</b>    | <b>February 2023</b> |

**Standard Operating Procedure**

Specific procedures will be followed when monitoring the attendance, calculating sick time, reporting off, applying for family medical leave and requesting vacation.

**Purpose**

To promote the most efficient use of sick time and to standardize on the calculation of sick time usage, to improve efficiency by allowing the supervisor continuity in the distribution of job assignments, to ensure adequate coverage for all shifts and to ensure adequate record keeping regarding absenteeism, tardiness, sick-time, vacation, family medical leave and all other time recognized between the University of Toledo and Local 2415 Ohio Council 8 AFSCME.

**Procedure**

**NO CALL/NO SHOW** indicates the employee did not notify the department of their absence before the start of their shift.

**LATE AND TARDY** indicates that the employee reported for work after the beginning of their regularly scheduled shift. Employee must notify supervisor or manager.

**Procedure**

**1. Attendance Monitoring**

- a. On the Monday following the completion of each pay period, employee attendance records will be audited. Employees who are late or who have used sick time will be issued the appropriate notices and/or breaches following the Principal of Progression as outlined below. Any corrective action and/or breaches will be presented within 7 business days.
- b. Sick Leave-Refer to current contract Article 30

The one year rolling period for purposes of calculating assessed points is measured one year back from the employee's most recent use of eight (8) hours' sick leave or the employee's most recent lateness/tardiness.

Points will be assessed and corrective action taken in accordance with Article 30.7 "Corrective Action" of Local 2415 Ohio Council 8 AFSCME.

- c. Employee's failure to notify the department for their absence will be considered a voluntary resignation after three (3) consecutive days.

- d. Employees who fail to report off work and/or fail to show up for work should be given a corrective action for the offense.
- e. Application of Family Medical Leave is the responsibility of the employee. Refer to contract 30.17 for FMLA.

2. Reporting Off

- a. Employees must notify Central Control (419-383-4298) one hour prior to the beginning of their shift.

3. Late and Tardy

- a. Employees must notify Central Control (419-383-4298) one hour prior to the beginning of their shift if they are going to be late or tardy.
- b. In addition, the employee must notify the department director/manager upon arrival that they are available to work.

4. Vacation

Vacations will be in accordance with Article 44 in the Labor Agreement current contract.