1. Do all employees need to receive a copy of the Departmental Guidelines and sign off on them?
   Yes and the signed copy should be sent to Human Resources for each personnel file.

2. Do employees start with a “clean slate” on June 1, 2011?
   Yes, unless they are already under progressive discipline for attendance or tardiness.

3. Is the number of occasions of unscheduled/unexcused absences combined with tardiness courts for the disciplinary action, or are they counted separately?
   Under the guidelines they are treated as separate in progressive discipline.

4. As an example, if you have an unexcused absence on August 1st, 2011, and then you have an unexcused tardy on September 22, 2011, are they considered to both be on the same year as the August 1st, 2011 start date for the twelve-month period?
   The start date for the twelve-month period is separate for absences and tardies.

5. FMLA approval sometimes takes time to have the paperwork completed. What happens in the meantime if absences put you over the allowable limit?
   If you know that it is going to be a possible FMLA event, discuss it with the employee to ensure that they have contacted Staff Benefits and are pursuing FMLA. You should also contact Staff Benefits to confirm whether or not the employee has applied for FMLA.

6. Are absences to care for a spouse/parent/child illness that lasts for intermittent days, etc., and/or subsequently includes a hospital stay, combined as one occasion or several occasions?
   This type of situation may be covered under FMLA. If not, then discretion should be used based on the information that is available. Under the guidelines, if a doctor’s note is provided it may be considered one occasion.
7. The definition of an occasion of absence is one work day. What happens if you leave early due to illness? What if you call in sick and come in later because you feel better?

If you leave early or come in late due to illness, that would not be an occasion. However, if this seems to be a pattern then some consultation with Human Resources should take place regarding the behavior.

8. Is there any condition that would result in less than one full occasion of absence?

The guidelines do not address partial absences.

9. What if your doctor is out or you are unable to get an appointment with them to obtain a doctor’s note, or lack funds to pay the co-pay? What do you do?

That is an employee’s responsibility. Other options may exist, such as the Union Hospital After-Hours Clinic or Ambucare for periods of time when physicians are not available.

10. What if your condition prohibits you from going to the doctor (e.g., constant vomiting)? How many days would such a condition be allowed as a reason for not going to the doctor?

A note from a physician is necessary for an absence of more than one day to be considered as one occasion.

11. Under the unscheduled absences, many examples are in association with the care of children. What about the care of a spouse or parent?

These situations could arise and we would recommend consultation with Human Resources on each individual situation.

12. If a staff member knows at the end of the work day, that he/she is not feeling well and might not be able to make it in to work the next day, can he/she schedule a sick day?

No. They can only schedule a sick day if it is related to a doctor’s visit, otherwise it is an occasion of absence.

13. If a staff member stays home sick, can the supervisor excuse the absence based on the type of illness?

No. The only type of illness that a supervisor would excuse would be one based on FMLA.

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14. If an emergency, not related to illness, occurs with an employee & the employee cannot come to work, what documentation would be necessary to allow the supervisor to consider the absence an excused unscheduled absence?

That decision would be up to the individual supervisor and they would need to be consistent when making that decision with other staff.

15. If an employee has an unexcused unscheduled absence for one day, can they request a scheduled absence for additional time beyond that first day of absence so the additional days would not be considered an occurrence? For example, their child is ill today with the flu, and may be ill additional days. Can they request vacation/sick days for an additional 2 or 3 days to allow them to stay home with their child?

If the employee requested vacation time, the decision would be up to the individual supervisor and they would need to be consistent when making that decision with other staff. If the employee requests scheduled sick days, the employee would need to provide a doctor’s note for the time off to count as one occurrence.

16. Is it up to the supervisor’s discretion to determine if an unscheduled absence is excused or unexcused?

The supervisor does have some discretion but must be consistent in how they deal with all staff.

17. Should HR be involved with the disciplinary process for each step as the supervisor finds it necessary to impose them?

Yes, we would recommend consultation with Human Resources on each individual situation.

18. If an employee needs to come in late and works through their lunch hour or stays an hour over to make up the time, is that considered tardiness?

Yes, unless it has been prearranged that they would be late arriving to work and would be working extended hours or through their lunch period.

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