

25.0- ATTENDANCE, ABSENTEEISM, TARDINESS

25.1 – Purpose – It is the policy of the City of Coral Gables that every employee is expected to report to the assigned work station, ready to work, at the designated starting time every scheduled workday. Workday is defined as that number of hours in a day during which an employee shall actually engage in the duties for which employed.

25.2 - Supervisors are responsible for impressing upon employees the importance of good attendance and the effect that unplanned absences have on the department's operation. Planned, pre-approved leave time is not considered an absence.

25.3 – It is the employee's responsibility to advise the supervisor in a timely manner when it is absolutely necessary to be absent from work due to illness, injury, or other emergency. The employee should speak directly with the supervisor and provide an explanation for the absence.

25.3.1 – Employees working on a multiple shift basis (e.g., 7-3:30, 3:00-11:30, 11:00-7:30) are required to call the supervisor at least one (1) hour prior to the beginning of the shift, unless the department establishes other time requirements.

25.3.2 – Employees working on a specific shift (e.g., 8-5:00) are required to speak directly to the supervisor within the first thirty (30) minutes of the operations for the day, unless the Department establishes other time requirements.

25.4 - Employees with excessive absenteeism and tardiness shall be subject to disciplinary action up to and including dismissal.

25.4.1 – Excessive absenteeism is considered to be all unexcused absences in excess of six (6) occurrences at any time during a rolling six (6) month period.

25.4.2 – Absences of three (3) occurrences or more within a two (2) month period following receipt of counseling, written reprimand, and/or suspension for absenteeism may result in further disciplinary action including dismissal.

25.4.3 - An occurrence is defined as a day or consecutive days an employee is absent from work.

25.4.4 – Repeated and/or extended absenteeism covered by the Family and Medical Leave Act will not be considered as unacceptable under the administration of this rule.

25.5 - Unacceptable tardiness is being late or leaving early on more than three (3) occurrences in any consecutive thirty (30) day period.