

Treasury Documentation**Subject:** Attendance, Work Hours, and Annual and Sick Leave Use**For:** EMPLOYEE HANDBOOK**Also See:** BT-03060; Civil Service
Rules and Regulations**Identification** BT-03039
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Hours of Work

The standard 40-hour work week for most Department of Treasury (Treasury) employees is Monday through Friday, from 8 a.m. to 5 p.m. or from 7:30 a.m. to 4:30 p.m., with a one hour unpaid lunch. Management may set different beginning and ending hours or shorten the lunch period to one half hour, depending on operational needs.

Employees are expected to perform assigned duties during specified hours with the exception of lunch and rest periods. Take only enough time at the end of the day to put away unfinished work by quitting time.

Rest Periods

Full-time employees are allowed one 15-minute break during the first half of the shift and one 15-minute break during the second half of the shift. Rest periods are designed to permit employees to relax from the demands of their jobs, but the length of the rest period should not be abused. Employees cannot work through rest periods to make up time from work or to shorten the work day. Also, they are not entitled to a rest period if they are absent for two or more hours during the first or second half of their shifts.

Since work requirements vary considerably from one work unit to another, it is difficult to define when rest periods should be observed. As a general rule, they should not be scheduled during the first or last hours of the work shift or immediately before or after the lunch period. In all cases, rest periods must be scheduled with supervisors' approval.

Unless an emergency arises, every effort will be made to avoid interfering with employees' established rest period schedule.

Sick Leave Use

Employees must enter the appropriate time in the Data Collection and Distribution System (DCDS) every time sick leave is requested. (See Bulletin BT-03060 in this Handbook for guidelines on reporting time and attendance.) Specific reasons for sick leave usage must be stated on the report and whether it is for employee's own illness or for a member of employee's immediate family. The words "ill" or "sick" are not sufficient explanation. **Falsification of sick leave usage is cause for dismissal.**

For extended use of sick leave (five or more consecutive workdays), employees are also required to complete form 1878 APPLICATION FOR LEAVE OF ABSENCE, along with other applicable forms, and submit to Office of Human Resources for approval.

Sick leave use must be approved in advance whenever possible. This applies especially to the use of sick leave for medical appointments and funeral attendance.

Employees unable to report for work must call their supervisor **within one hour after the beginning of their work shift**. If the supervisor is not available, the employee must speak directly with supervisor's designated assistant or leave a voice message if directed to do so by the supervisor. If employee's absence is due to an illness of a family member, the employee should explain this.

Employees who are too ill to telephone must have someone else officially report their condition to their supervisor, following the procedure outlined above. Employees must keep their supervisors advised if the illness extends beyond the length of time originally anticipated. Employees must call in **daily** if the period of illness or time for return to work has not been predetermined.

Employees must present medical certification of their physical or mental ability to return to work if there was extended sick leave usage **or** extended absences from work due to illness, injury, or temporary disability. Medical certification may also be requested if there is cause to doubt employee's reason for sick leave usage.

Annual Leave Use

Annual leave enables employees to be absent from work, primarily for vacation purposes, and still remain in pay status. Annual leave may be used to take care of personal business on occasions when it cannot be handled during off-duty hours. If the sick leave balance is insufficient to cover absence for illness or injury, annual leave may also be used. When using annual leave in lieu of sick leave, a comment must be entered in DCDS consistent with sick leave comment guidelines. Annual leave reported in lieu of sick leave must be approved in advance by the supervisor. It is not appropriate to change requested sick leave to annual leave after usage.

Prior supervisory approval must be obtained before using annual leave. There may be instances in which a request to use annual leave will be denied due to operational needs. To minimize this possibility, employees should check with their supervisor, plan ahead, and make requests as early as possible. Prior approval may be waived only in an emergency situation where it is impossible to obtain approval in advance. In such a case, employees must contact their supervisor as soon as possible during or after the emergency to obtain verbal approval and follow up promptly with a properly authorized DCDS leave overtime request.

Absenteeism

A good record of punctuality and attendance is a necessity. It is recognized that there may be occasions when unforeseen difficulties will delay or even prevent an employee from working. When this happens, it is the employee's responsibility to notify his or her supervisor within one hour after the shift starts.

Excessive Absenteeism

An employee may be considered excessively absent in either of the following circumstances:

1. An examination of the reasons for absences fails to satisfy supervision that sufficient justification existed.
2. Absences over a period of time form a questionable pattern of:
 - A. Continuous liquidation of sick leave as accumulated.
 - B. Absence from work two or more days a month on a recurring basis.
 - C. Absence on a regular continuing basis on a given day of the week, such as a Monday or Friday, following paydays or holidays, etc.
 - D. Absence on an intermittent basis due to **chronic** ill health and employee has not taken the necessary steps to eliminate or alleviate the conditions causing the absences where that is possible.

Above absences may be for an entire day or portion thereof, particularly repeated sick leave for short periods at the beginning of a workday.

Absence Without Leave

An employee is absent without leave if he or she did not report for duty on a regular workday and:

1. Failed, without adequate reason, to contact his or her supervisor promptly to explain the emergency use of sick or annual leave.
2. Failed to obtain prior approval to utilize sick leave for medical and dental appointments, funeral, etc.
3. Was absent from work even though request for leave had been denied.
4. Offered an excuse for absence which is not acceptable to his or her supervisor.

Annual or sick leave, banked leave time, furlough time, or temporary layoff days cannot be used for any period during which an employee is considered to be absent without leave.

Tardiness

An employee who reports late for work may be charged for annual leave in 0.10 hour increments sufficient to cover the tardiness. **Habitual** tardiness may be charged to time off without pay. It is also grounds for the supervisor to issue an unsatisfactory service rating which could lead to dismissal.

Additional Information

Refer to the Civil Service Rules and Regulations for additional information.

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