

Sick Time – Covers sick time and doctor appointments. For Facility Services (all Facility departments) All University employees are hired to perform important functions in support of the mission of the institution. As with any team effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, employee attendance and punctuality are very important. Absences cause a slow-down in the work and added burdens for colleagues and supervisors. This is particularly true in the Operations Division due to the nature of our work. Consistent and reliable attendance is expected from all employees because it supports the work of the department and demonstrates a core value of our division.

We recognize, however, that employees may experience emergencies or unanticipated urgent situations that require immediate attention. For this reason, the University provides personal time and the division allows for up to six unscheduled events, such as calling off sick, arriving late, or leaving early. Department guidelines dictate what constitutes an unscheduled event but this would typically be when time off is taken with less than 24 hours' notice and/or the time off was not previously requested and approved. Employees sick for more than one day need to call in each day but the subsequent days are not considered separate unscheduled events. Employees exceeding six unscheduled events in a 12-month period can anticipate performance counseling in accordance with their department's practice. The twelve month period will be the appraisal date to appraisal date for each employee.

For appraisal purposes:

0-6 occurrences meets requirements

More than 6 occurrences does not meet requirements

Any time an employee is out sick for three or more days HR must be notified by the supervisory staff of that employee and a doctor's note is required.

FMLA information can be found on the Human Resources website. When using FMLA, the time off request must state that FMLA is being used and a comment must be made on the time sheet that FMLA is being used.

5. Time off - When out of Benefit Time

Excluding FMLA time off, if an employee uses all of their benefit time (vacation, sick and personal), they may only take time for being sick and doctor visits. Normal occurrence rules apply. The time must be flexed if possible. Each incident of flexed time off and/or unpaid time off will count as an occurrence.

6. Limited Time off Dates/Events

Supervisory staff may limit approval for time off based on Job Needs and Responsibilities to support department functions. Employees should not make plans to be off work without supervisor's approval.

Limited Time off Events

Commencement

MJAA Conference

Welcome Week

Move in Day

Homecoming

7. Time Sheets

These need to accurately give the time worked. If called in for snow removal, or any other emergency, time worked needs to be recorded as outlined in the Emergency Closure Policy in the . For example, if the employee comes in early for an emergency and decides to leave after working 8 hours, actual time worked needs to be correctly reflected under the regular hours worked.

**Attachment:
MESSIAH UNIVERSITY
Facility Services
Schedule Change Form**

Employee Name: _____ Date: _____
Department: _____ Shift: _____ Position: _____

Reason for Change: Sick Doctor Vacation Funeral Personal Day Day w/out Pay Other

Please indicate the dates for which you are requesting time off.

Date From: _____ Date To: _____

Total Hours: _____ or Total Days: _____

If partial day(s), indicate dates and hours below:

Comments:

SUPERVISORY APPROVAL

Time off approved as submitted.

Time off approved for the following:

From:	To:
From:	To:
From:	To:

Time off denied. Reason:

Date of Approval:

