



PERSONAL HEALTH/ATTENDANCE POLICY  
**GENERAL ORDER #9.09**

**Adopted:** 11/27/19

**Pages:** 7

**Persons Affected:** All personnel

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**IACLEA Standards:** 3.2.2

**Revision History**

Replaces SUDPS General Order #9.09 (08/04/06)

**PURPOSE**

*The purpose of this General Order is to define the expectations of Stanford University Department of Public Safety (SUDPS) employees regarding timely and regular attendance and their responsibilities regarding an absence related to the use of sick time or a request for leave.*

**POLICY**

*The Stanford Department of Public Safety recognizes that employee attendance is an extremely important issue to an agency with mandated functions. This makes it necessary to ensure that employees come to work on their scheduled workdays during their scheduled work hours. In order to ensure that each employee maintains an acceptable attendance record, it shall be the policy of SUDPS to monitor the attendance of each employee. Employees who fail to maintain an acceptable level of attendance, or fail to be at their assigned work assignment on time, shall be subject to progressive discipline. In addition, excessive use of sick leave in violation of this Order may be considered during the selection process for assignment to or retention in special duty assignments or during promotional opportunities. Employees of SUDPS are therefore encouraged to pursue a program of personal wellness that will ensure their ability to comply*



with this mandate. *Employees are also expected to familiarize themselves with SUDPS General Order 9.01 Leaves of Absence and relevant sections of Stanford University's Administrative Guide.*

## **DEFINITIONS**

*The following definitions are provided for reference. Should a law or University Administrative Guide provide a different definition, those definitions shall prevail.*

| <b>TERM</b>  | <b>DEFINITION</b>   |
|--|---|
| <b>Acceptable Medical Evidence</b>   | <i>Includes, but is not limited to, a healthcare practitioner's statement that certifies a medical need for sick time, the expected duration of absence, anticipated return to work date, and any work-related limitations or restrictions (including the duration of those limitations or restrictions) when the employee returns to work.</i>   |
| <b>Family Member - California State Labor Code Section 245.5 and Stanford Administrative Guide 2.1.7</b> | <i>Includes the employee's spouse or registered domestic partner; children of the employee or spouse or registered domestic partner (including a biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status); parents and parents-in-law (including biological, adoptive or foster parent, stepparent, or legal guardian of employee or spouse or registered domestic partner, or the person who stood in loco parentis when the employee was a minor); brothers and sisters; grandparents or grandchildren; other family member dependents living in the employee's household.</i> |
| <b>Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)</b>                           | <i>Includes protection under both federal (FMLA) and state (CFRA) statutes. Allows eligible employees to take up to 12 weeks of medical leave for specific family or medical reasons. Immediate family members are defined under the FMLA as the employee's spouse, children or parent. Employees qualifying for leave under the FMLA may elect to use all or part of their accumulated sick leave during the time they are away from work. Employees will be given benefit of both acts.</i>   |



| TERM   | DEFINITION   |
|--|--|
| <b>Medical Leave - California State Labor Code Section 233 and Stanford Administrative Guide 2.3.5</b> | <i>This section of the Labor Code in conjunction with the Stanford Administrative Guide allows for an employee to be absent on medical leave to attend to the injury or illness of an injured family member.</i>   |
| <b>Sick Leave</b>  | <i>Defined as the necessary absence of an employee from the workplace due to an illness or injury that renders the employee incapable of performing his or her duties. This includes pregnancy related conditions pursuant to the Pregnancy Discrimination Act; exposure to a contagious disease that is determined by a physician to require absence from work; dental, vision or other physical or medical examination or treatment by a licensed practitioner; illness or injury of an immediate family member requiring the employee's absence to care for the family member.</i>  |
| <b>Unacceptable Attendance</b>   | <i>Includes, but is not limited to:</i> <ul style="list-style-type: none"><li>• <i>A pattern of calling in sick</i></li><li>• <i>Repeated tardiness for work assignment</i></li><li>• <i>Sick leave usage involving a pattern of absences on days adjacent to scheduled days off or unplanned absences before special events or holidays</i></li><li>• <i>A pattern of sick leave usage involving frequent unscheduled mid-shift departures from work for personal or family illness</i></li><li>• <i>Absence without acceptable medical evidence when required</i></li><li>• <i>Exhaustion of sick leave immediately after it is earned</i></li><li>• <i>Failure to properly notify the Department of planned or unplanned absences</i></li><li>• <i>Failure to request prior approval for use of sick leave within the parameters of this policy</i></li></ul> |



| TERM                                       | DEFINITION  |
|--|---|
| <b>Unacceptable Attendance (Continued)</b> | <ul style="list-style-type: none"> <li>• <i>Calling in sick on a date when the employee previously requested leave which was denied</i></li> <li>• <i>A pattern of unplanned absences during the same workweek that overtime is scheduled</i></li> <li>• <i>Falsely reporting an illness for oneself or a family member.</i></li> </ul> |

**PROCEDURE (IACLEA 3.2.2)**

**A. EMPLOYEE RESPONSIBILITY**

**1. Absences:**

*It shall be the responsibility of all employees to notify the Department of any illness, injury, medical appointment, a leave request or circumstances that would prevent him/her from reporting to work on time or working a full shift. The employee shall advise the Department of the type of leave they are requesting, and the approximate date of return. If the leave is being requested to care for a family member, the employee shall identify the person to be cared for and the employee's relationship to that person. Employees will use the SUDPS Leave Request form to document an absence, use of sick time, or a request for leave.*

**2. Notification:**

*All SUDPS employees notifying the department of an unplanned absence will do so by telephone as provided below and verbally report their nonattendance. The information provided shall include the date(s) of absence, the reason for the absence and a phone number for contact. Notification for an unforeseen absence, such as due to an illness, shall be made as soon as possible, but no later than one hour prior to the employee's scheduled reporting time. Foreseeable leave requests should be made by the requesting employee to their immediate supervisor and shall be made as far in advance as possible.*

- a.** *During normal business hours (Monday through Friday, 0800 - 1700) employees shall call the SUDPS's main phone number to report their absence.*
- b.** *After hours (1700 - 0800) or during weekends and holidays employees shall call the Watch Commander's cell phone to report their absence.*
- c.** *It shall be the responsibility of the employee receiving the notification to document the absence on a SUDPS Leave Request form. The employee completing the form will note on the form their name and the date/time they received the notification. The employee will contact the Watch Commander/Shift Supervisor or the absent employee's supervisor*



*or Division Commander/Manager and provide him/her with the completed Leave Request form so staffing can be assessed.*

- d. *The completed Leave Request form will be forwarded through the absent employee's chain of command to the Business Operations Division - Payroll for processing.*
- e. *Text messages, emails, and voicemails are not acceptable methods to notify the Department of an absence and shall be avoided unless there are extenuating circumstances. If after hours, and due to extenuating circumstances an employee must leave a voicemail on the Watch Commander's phone, the Watch Commander receiving the message will attempt to contact the employee to confirm receipt of the message.*
- f. *If an employee is unable to reach a department representative, after hours or on weekends/holidays to report their absence, they may contact the Palo Alto Dispatch Center. In this situation, the employee will ask the dispatcher to notify the on-duty SUDPS Watch Commander/Shift Supervisor of their absence and will provide a phone number where they can be contacted.*

3. Routine Appointments:

- a. *Employees are responsible for scheduling routine medical, dental and vision appointments on their days off if possible. When this is not possible, the employee will submit a leave request form to their supervisor requesting time off for the appointment. The request shall be made in a reasonable and timely manner so any impact on staffing may be addressed.*

4. Extended Sick Leave Request:

- a. *Employees requesting/using sick leave in excess of three days shall submit acceptable medical evidence as described above in the form of a supporting statement from an accredited physician upon their return to duty. This does not preclude Stanford University from requesting acceptable medical evidence from an employee for absences of less than three days. Each incident shall be evaluated on a case-by-case basis.*

5. Work Related Injury:

- a. *Employees who have incurred a work-related injury, documented per Stanford Administrative Guide 7.6.1 Accident and Incident Reporting, shall contact the Business Operations Division (BOD) HR administrator or manager to coordinate any necessary time off along with a return to work plan which shall include the provisions of acceptable medical evidence of the employee's work status prior to returning to work.*



6. Non-Work Related Injuries and Illnesses:

- a. *Employees who are absent from work for any length of time due to a non-work related injury are expected to provide medical evidence to the Business Operations Division (BOD) HR administrator or manager that they are clear to return to work. Medical evidence shall be received by the department prior to the employee resuming their duties.*
- b. *Employees absent from work due to a non-work illness may be required to provide acceptable medical evidence prior to returning to work.*

7. Unauthorized Absence:

- a. An employee's absence from the workplace without authorization or notification will be investigated by the on-duty supervisor as soon as possible. The supervisor shall immediately attempt to contact the employee via the telephone to ascertain the circumstances of the absence. If the supervisor is unable to reach the employee via the telephone, they shall immediately notify the law enforcement agency where the employee resides and have the agency complete a welfare check of the employee. In all instances where an employee is absent without authorization or notification, the supervisor investigating the absence shall immediately submit a detailed report of the event to the *absent employee's* Division Commander/Manager. The Division Commander/Manager shall immediately initiate disciplinary action against the involved employee if appropriate. A failure to *be present at work for an extended period of time* without notification to the *Department*, without a legitimate reason for the absence, *may be deemed to be job abandonment, and per Stanford University Administrative Guide 2.1.16. Addressing Conduct and Performance Issues, grounds for termination.*

8. Medical Confirmation:

- a. *If Stanford University has reasonable basis to believe that an employee may have engaged in abuse or misuse of sick time at any time, the University may ask for acceptable medical evidence or other proof showing there was no abuse or misuse of the sick time. Abuse or misuse of sick time, failure to follow sick time notification procedures (e.g., failing to provide reasonable advance notice for foreseeable sick time use, not providing requested medical information when abuse of misuse is suspected, or not giving notice as soon as practical for unforeseeable sick time use) may be the basis for discipline, up to and including termination.*

**B. SUPERVISOR RESPONSIBILITY**

1. *Supervisors shall ensure that department employees complete the appropriate injury/illness documentation as required by the Stanford Administrative Guide in a thorough and timely manner.*



2. Supervisors shall review and evaluate their *employee's* sick leave usage a minimum of *twice (2 times)* per year, *coinciding with the semi-annual shift rotations*, to determine if the employee's attendance meets the acceptable standards as set forth in this Order. *To facilitate an attendance review, supervisors shall request a copy of an employee's leave report from the Business Operations Division (BOD) - Payroll.*

For those employees who fail to meet the acceptable standards outlined in this policy, the Supervisor shall immediately begin corrective action and shall immediately notify *their* Division Commander/*Manager* via the chain of command of the problem and the corrective action plan. Once the employee has been found to be out of compliance with the acceptable attendance standards as outlined in *this Order and the Stanford University Administrative Guide*, and corrective action has been initiated, the employee's supervisor shall review the employee's *leave report* on a monthly basis to ensure future compliance. If the employee is found to be out of compliance at any time over the subsequent twelve (12) month period of time, the employee's supervisor shall immediately initiate the next level of progressive discipline.