
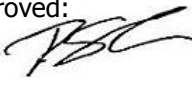
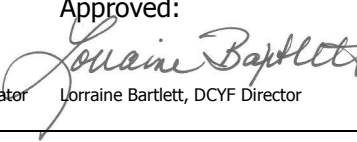


1076 SICK LEAVE	
Chapter: Staff Responsibilities	Section: Standards and Expectations
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 15-14 Effective Date: April 2015 Scheduled Review Date:</p>	<p>Approved:  Penny Sampson, SYSC Administrator</p> <p>Approved:  Lorraine Bartlett, DCYF Director</p>
	<p>Related Statute(s): Related Admin Rule(s): PER 1204.7 Related Federal Regulation(s):</p>

It is essential for the Division to maximize its resources and the most important resource is our staff. Everyone deserves to be treated with courtesy and respect, and in the process of instituting the following Sick Leave Policy, courtesy and respect are found in the responsible use of sick leave balanced with reasonable expectations and requirements of staff utilizing sick leave.

Purpose

The purpose of this policy is to establish sick leave usage for all staff within the Division.

Policy

- I. All new employees shall receive orientation on the Division's expectations regarding regular and timely attendance.
- II. All employees shall receive an update on attendance expectations as part of their performance evaluation.
- III. All leave records shall be kept up-to-date to ensure effective attendance management.
- IV. Absence Reporting:
 - A. All staff shall report their inability to report for work within one hour of the start of their scheduled shift.
 - B. SYSC employees shall report their inability to report for work at least one hour prior to their scheduled shift due to the supervision needs of the facility.
 1. Employees must personally notify their supervisor or designee of the absence.
 2. If an employee is scheduled to work more than one shift within a 24-hour period, the employee will be assumed absent for all shifts within that 24-hour period unless otherwise agreed upon with the On-Duty Supervisor.
 - C. Notification of intent to be absent shall be provided daily but may be waived in the event of hospitalization or extended illness as long as documentation from a healthcare practitioner is provided.

- D. Calls from other employees, family members or friends are not permitted. This prohibition may be waived in the event of an emergency, serious problem, or extended illness qualifying under the Family Medical Leave Act (FMLA) or Supplemental Sick Leave (SSL).
 - E. It is the responsibility of all employees who are absent without prior approval to submit an Application for Leave Request in Lawson immediately upon return to work.
- V. All employees shall submit Application for Leave Requests in Lawson in advance for approved time off, as provided for in the Rules of the Division of Personnel and Collective Bargaining Agreement.
- A. It is recommended that an Application for Leave Request be responded to within seven calendar days.
 - B. Employees must be given clear direction for the process of scheduling leave during peak periods (i.e., summer months, holidays).
 - C. Staff shall utilize [training resources](#) on the DHHS intranet in understanding the Lawson system.
- VI. Rewards for good attendance shall be incorporated into the attendance management program.
- VII. Employees may be referred to the Employee Assistance Program (EAP) if attendance patterns appear to warrant.
- VIII. Absenteeism Disciplinary Procedure:
- A. All disciplinary actions shall be taken in accordance with the Rules and Regulations of the Division of Personnel.
 - B. The monitoring and management of absenteeism shall be based on identifiable patterns, not on total time off.
 - C. Common patterns of inappropriate leave use include but are not limited to:
 - 1. Calling in sick or tardy frequently on the same day of the week;
 - 2. Sick or absent day in conjunction with day off; or
 - 3. Repeated early departures during a 30-day period without prior approval in advance of the work shift.
 - D. Supervisors may view leave information regarding their employees' attendance in Lawson's Managers Space.
 - 1. If a pattern of absenteeism including excessive and unauthorized use is noted, the supervisor shall meet with the employee to develop a mutual resolution of the problem and establish a corrective action plan, which may include documentation being required from health care practitioner for use of sick leave that falls into the identified pattern.
 - (a) A review of the Division's expectations shall be conducted with the employee.

- (b) The supervisor shall continue to monitor the employee's attendance.
 - (c) Any verbal counseling shall be documented with a copy to the employee and Human Resources.
 - (d) Monitoring of the employee's attendance shall continue.
2. Further violations of this policy or failure to follow any identified corrective action plan items may result in disciplinary action up to and including termination.
- E. No call no show for three days may result in immediate termination from employment.
- IX. According to NH PER 1204.7, the Director or designee may require the employee to furnish a certificate from an attending physician or other licensed health care practitioner when there is reason to believe that the employee's use of sick leave does not conform to the reasons and requirements for sick leave use set forth in this part. This will include the following.
- A. The certificate shall contain a statement that, in the practitioner's professional judgment, sick leave is necessary.
 - B. The Director or designee, at state expense, may have an independent physician examine any employee when, in the opinion of the appointing authority, it appears that the employee is not entitled to sick leave. The time related to such examination shall not be charged to the employee's sick leave.

Practice Guidance

What approvals are needed to use FMLA and are there requirements to return to work?

- Information about FMLA is outlined on the Division of Personnel site. Please refer to <http://admin.state.nh.us/hr/fmla/fmla.html> for more information.