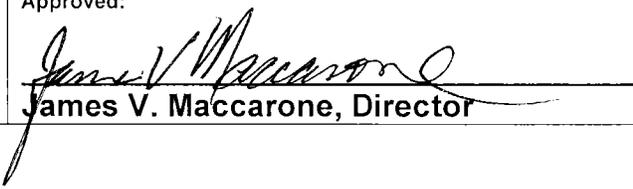


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Attendance	Policy Number: 3
Number of Pages: 3	Section: III
Attachments none	Related Standards & References MDHS AP- 5 MS State Employee Handbook dated 07/01/14
Effective Date: July 26, 2011	Approved:  James V. Maccarone, Director
Revision Date: March 1, 2015	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all employees are expected to carry out all official duties in a professional and competent manner including arriving at their work stations in a timely fashion and providing notice in accordance with the MS State Employee Handbook dated 07/01/2013 to their immediate supervisor where tardiness and absence are likely or expected.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. **Tardy** – Tardiness is arriving for work any time after the employee’s assigned shift start time, or time established by policy. There is a grace period for the purposes of this policy of three (3) minutes.
- B. **Excessive Absenteeism** - More than two (2) unplanned absences within a 30-day period, excluding illness and emergency situations as defined by MDHS Administrative Policy 5 (AP-5).
- C. **No Call Or No-show Absence**- An employee absence that has not been previously arranged with the employee’s supervisor or an absence that does not fall within the definition of an emergency absence. An employee fails to call their supervisor in a timely manner.
- D. **Emergency Absence**- Certain verifiable situations of the employee or his/her immediate family member(s) i.e. absences attributed to personal problems, traffic, car problems, not feeling well, or other non-verifiable reasons do not fall within the definition of emergency absences.

III. PROCEDURE

- A. **Tardy** –All employees are expected to arrive at their designated work stations on time. However, where actual or unexpected circumstances prevent an employee from

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arriving in a timely manner, the immediate supervisor shall be directly notified prior to the employee's start time, whenever possible

- a. Any employee who is tardy for his/her shift shall be subject to progressive discipline. Any employee who is tardy will be considered to have committed a group 1, number 1 offense.
 - i. The first occurrence of tardiness will result in a verbal warning. That will be documented in the individual's OYDC file only.
 - ii. The second occurrence of tardiness within 30 days of any prior occurrences will result in a verbal reprimand. That will be documented in the individual's OYDC file only.
 - iii. The third occurrence of tardiness will result in a written reprimand.
 - iv. The fourth occurrence of tardiness within 30 days of any prior occurrences will result in a request for a three-day suspension without pay.
 - v. The fifth occurrence of tardiness within 60 days of any prior occurrence will result in a request for a five-day suspension without pay.
 - vi. The sixth occurrence of tardiness within 90 days of any prior occurrences will result in a request for termination.
- b. Supervisors should document tardiness consistently and fairly in accordance with this policy.

B. Absence – All employees are expected to arrive to their work stations according to their designated work schedules. However, where actual or unexpected circumstances prevent an employee from being present, the immediate supervisor shall be directly notified prior to the employee's start time whenever possible. The supervisor may verify an emergency absence by requiring the employee to provide credible documentation from a physician or other proper authority depending upon the nature of the absence. Failure of the employee to provide the requested documentation shall disqualify the absence from emergency absence designation. The final determination of whether or not an absence falls within the definition of an emergency absence lies with the supervisor.

- a. Supervisors should document absenteeism consistently and fairly in accordance with this policy.
- b. Any employee who is absent for all or a part of his/her shift due to a call-in (excessive absenteeism) or no-call/no-show absence will be considered to have:
 - i. committed a group 2 number 3 offense and will be issued a written reprimand.

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- ii. The second occurrence of call-in or no-call absence within 60 days of any prior occurrences will result in a request for a five-day suspension without pay.
- iii. The third occurrence of call-in or no-call absence within 90 days or any prior occurrences will result in a request for termination.