

Lancaster Public Library Absence Notification Procedure

Timely attendance is a critical aspect of every position. In order to plan for routine absences and arrange adequate cover for unscheduled absences, employees must ensure supervisors and managers are aware of their whereabouts.

This procedure details the expectations for requesting leave and notifying the library of an absence—"calling in"—both scheduled and unscheduled. This procedure should be read in conjunction with applicable library policies, procedures and memorandums of agreement and is not intended to supersede any directives contained in such policies and procedures.

General Expectations

Employees are expected to work their full, approved schedule as directed, report to work on time each day and be ready to work at the start of each shift.

Whenever possible, employees should attempt to schedule routine medical appointments at the beginning or end of the workday, or in the manner that causes the least disruption to library operations.

Lunch and approved breaks may not be accumulated for later use, combined and/or used to shorten the workday.

Scheduled Leave Requests

Whenever possible, employees should submit requests for leave to their supervisor at least two weeks in advance. Leave may only be taken once approval is received from the employee's supervisor. If the supervisor has not responded, it is the employee's responsibility to follow up and ensure the request has been received.

Leave may be granted at the supervisor's discretion, based upon operational needs.

Unscheduled Absences

Unscheduled absences, whether sickness, lateness or other reason, must be reported according to the following call-in procedure:

- Employees must call in prior to their scheduled start time. In no event should an employee call later than 15 minutes past the start of their scheduled shift.
- Employees must speak to a live person. If the immediate supervisor is not available, the employee should leave a message, including a number where the employee can be reached, then continue to call the manager, alternate supervisor, and assigned lead worker until the employee is able to speak to someone directly.
- Employees calling in for a shift at the Lancaster City branch must also leave a message on the sick line at 717-394-2651 #9.
- For unscheduled absences of more than one day, the employee must follow call-in procedures for each day of absence, unless medical documentation has been submitted informing the employee's supervisor of the duration of absence.

Failure to follow the call-in procedure as set out by this policy may lead to the time being deemed as unauthorized leave without pay, and subject to discipline, up to and including dismissal from employment.

Leave Verification

The library reserves the right to request medical verification of an employee's request for sick leave, which demonstrates the employee's incapacity to report to work or necessity to be absent.

When an employee calls in sick after being denied vacation for the same day(s), medical verification is always required.

Failure to submit medical verification as directed may result in the time being deemed as unauthorized leave without pay, and subject to discipline, up to and including dismissal from employment.

Disciplinary Action

The library makes every effort to accommodate leave and absence requests that are submitted according to library policy and procedure. However, employees are expected to take responsibility for the appropriate use of library leave benefits. Excessive absences, tardiness, abuse of leave, failure to report or call-in pursuant to library policy will not be tolerated and may result in disciplinary action, up to and including dismissal from employment.

The following examples are for illustrative purposes and demonstrate some, but not all, of the scenarios where discipline may result:

- Failure to follow call-in procedure
- Failure to report to work as scheduled
- Tardiness (defined as reporting to work late or returning from breaks and lunches late without permission)
- Unauthorized absence
- Falsifying timesheets or falsely reporting hours worked