

701 - ABSENTEEISM

Section 701.01 Policy Objective	It is essential that the County is able to adequately service its customers and citizens. To accomplish this objective, regular and timely attendance is required of all employees.
Section 701.02 Notice Requirements	If an employee finds it necessary to be absent, the employee must notify his/her supervisor as soon as possible. In this regard, the employee must understand and abide by his/her individual department's notice requirements.
Section 701.03 Excused Absences	An absence may be recorded as excused if an employee asks for the necessary time off in advance and obtains supervisory approval, or if they call in to report absences as soon as possible. Reasons for excused absences include personal or family illness, jury duty, or other reasons that would require employees to miss all or part of the scheduled workday. The employee must be able to substantiate the reason for absence, if so required by the elected official or department head.
Section 701.04 Unexcused Absences	Failure to request prior approval, or failure to report the absence as described above, and/or failure to provide substantiation when requested, may result in the absence being recorded as unexcused. Pay for any unexcused absence may be denied. Further, unexcused absences are grounds for discipline, up to, and including, termination of employment.
Section 701.05 Voluntary Termination of Employment	An employee who is absent and fails to call in for three successive days to report the absence will be considered to have voluntarily terminated employment.
Section 701.06 Substantiation of Absences	If an employee's record indicates frequent absences, the employee may, upon direction of their supervisor, be required to document reasons for future absences and substantiate those reasons so that the absences may be recorded as excused.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: September 30, 2003
Revised: July 1, 2008