

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.02	Pages: 1 of 2
Chapter: General Procedures		Effective Date: January 1, 2017 Supersedes Policy Dated 8/11/94
Subject: Attendance/Tardiness		

I. POLICY:

Cumberland County Government requires that employees be responsible to report to work and to report to work on time. The County shall strive to reduce excessive absenteeism and tardiness.

II. DEFINITIONS:

A. Unsatisfactory Attendance:

Includes abuse of sick leave, patterned absences and continued or habitual tardiness, including use of terminal leave. Terminal leave is defined as the use of accumulated sick time immediately adjacent to an employee's retirement designed to circumvent the sick time payout systems included in all collective bargaining agreements and/or New Jersey State Law.

B. Patterned Absences:

Absences that precede or follow regular days off, holidays and other paid leaves or occur on the same day(s) or other patterned absences.

C. Excessive Absences or Lateness:

1. 7 or 8 Hour Employees:

Five (5) or more instances in two pay periods. Three (3) or more in any five weekend period for employees in departments that require a 24 hour continuous schedule.

2. 12 Hour Employees:

Three (3) or more instances in two pay periods. Two (2) or more in any five weekend period for employees in departments that require a 24 hour continuous schedule.

3. All Employees:

Ten (10) instances in any previous 12 month period

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D. Lateness:

Reporting for work after the regularly scheduled starting time.

III. PROCEDURE:

A. Department Heads shall:

1. Communicate hours of work to employees, stressing the importance of attendance and for reporting on time.
2. Counsel employees on excessive absenteeism when they have five (5) separate instances of absenteeism since January 1 of the current calendar year.
3. Maintain documentation of attendance and tardiness (records).
4. Continually monitor and analyze documentation for reasons behind attendance/tardiness problems.
5. Take disciplinary action when warranted.

B. Department Heads shall utilize progressive discipline when dealing with an employee's attendance or tardiness record. (See policy #3.02)

C. The use of extended sick leave/terminal leave in advance of retirement is forbidden. Once it has been determined this is occurring, the employee will be placed on an unpaid administrative leave and initiate a return to duty physical examination by a County physician. If the diagnoses differ, the employee will be sent to a 3rd ("tiebreaking") physician whose opinion regarding the diagnoses will be binding.

D. If the 3rd physician's diagnosis indicates the employees cannot return to work, an Americans with Disabilities Action will be initiated in an effort to return the employee to work with accommodations or to terminate the employee based on inability to perform the job duties.