



30 on Third Thursday December Topic: Attendance Policies

Presented By:
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December 15, 2011

Agenda

- Typical components of an attendance policy
- Verizon – EEOC settlement of ADA complaint
- ADA considerations with attendance policies
- CT Paid Sick Leave considerations with attendance policies

Typical Components of an Attendance Policy

- Types of absences that are covered
- Definition of when the amount of absenteeism becomes excessive and is subject to the policy
- Communication methods advising employees that their absence levels are excessive
- Objectives of the policy's absence prevention methods

Components (continued)

- Enforcement of the policy within the company
- Type of discipline that will be used when absenteeism is excessive

Verizon

- Denied reasonable accommodations
- Disciplined or fired them pursuant to Verizon's "no-fault" attendance plans
- "No-fault" – specified number of absences annually
- Reason for absence doesn't matter
- Violated ADA - exceptions to "no-fault" to accommodate employees with disabilities
- \$20 million settlement

CT Paid Sick Leave

- 1 hour for each 40 hours worked
- Reasons for use:
 - Illness, injury or health condition
 - Medical diagnosis, care or treatment of mental illness or physical illness
 - Preventative medical care
 - Self, child or spouse
 - Victim of family violence or sexual assault
- Documentation 3 or more consecutive days
- No retaliation or discrimination

Areas of Concern

- Specific number of days
- Flexibility based on reason
- Consistent application
- Discipline regardless of reason
- Discipline prior to utilization of benefit time

Policy Considerations

- Allow use of benefit time without reprisal
- Indicate when coaching or discipline will ***normally*** occur
- Provide opportunities for employee to discuss health condition related to absence
- Consider use of “excused” and “unexcused” absences
- Accommodation for disability
- Educate managers, supervisors and employees on policy

Policy Considerations (cont.)

- Documentation
- Use of time in hour increments

- As with any policy . . . Give yourself time to consider the situation before making a final decision.
- Remember . . . Almost all of us are now considered disabled!

For More Information About This Topic

For More In-Depth Training/Information:

- Call our HR Information/Hotline to discuss your policy (Members Only)
- Visit EANE's website for sample policies
- Have one of our HR Professionals facilitate a meeting with your management team to discuss absence-related issues
- For a complete list of training programs, visit www.eane.org.
- CCH/HR Answers Library (for Members)
- On-site training can also be customized for this or any HR/Management topic(s)



For information on any of these services:

Call EANE: Toll-free (877) 662-6444

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