

## **DEPARTMENTAL STANDARD OPERATING PROCEDURE**

**Miami-Dade Aviation Department**

**DSOP No. 01-10**

**Effective: November 13, 2001**

**Amended: December 11, 2001**

### **SUBJECT: EMPLOYEE UNSCHEDULED ABSENCES**

**PURPOSE AND SCOPE:** To provide policy and guidelines for employees to follow when reporting unanticipated absences. The document also provides management with a mechanism to identify and correct patterns of absenteeism affecting the effective and efficient operation of the Department.

#### **I. AUTHORITY:**

- A. [29 U.S.C. 201, et seq. The Fair Labor Standards Act of 1938, as amended.](#)
- B. [Family and Medical Leave Act of 1993, 29 CFR 825 et seq.](#)
- C. [Miami-Dade County Leave Manual.](#)
- D. [Miami-Dade County Personnel Rules for the Classified Service.](#)
- E. Miami-Dade County, Aviation Department, and American Federation of State, County and Municipal Employees, A.F.L.-C.I.O., Aviation Employees Local 1542. October 1999 – September 2002.
- F. Miami-Dade County, Public Health Trust, and Government supervisors Association of Florida, OPEIU, Local 100 – supervisory Employees. October 1999 – September 2002.
- G. Miami-Dade County, and Government Supervisors Association of Florida OPEIU, Local 100 – Professional Employees. October 1999 – September 2002.
- H. [Operational Directive 99-03, Written Directive System.](#)

#### **II. BACKGROUND:**

According to County rules, employees shall obtain advanced approval from their supervisors prior to utilizing Sick (for a prescheduled doctor's visit), Annual, Birthday, Floating Holiday, or any other County authorized leave.

#### **III. DEFINITION:**

*Unscheduled absence* – Any absence for which an official (written) Leave Request is not previously submitted to and approved by the appropriate supervisor.

**IV. POLICY:**

- A. It is the policy of the Miami-Dade Aviation Department to operate within the terms and conditions established by the Miami-Dade County Personnel Rules, Leave Manual, applicable collective bargaining agreements, and this Departmental Standard Operating Procedure (DSOP). Employees failing to comply may have their request for leave use (e.g., Annual, Sick, Holiday, etc.) denied and/or disciplinary action taken.
- B. The Department recognizes that unanticipated absences may affect the security of the Airport and the effective operation of certain Divisions in different ways. Therefore, Division Managers will establish the absence notification method that best meets the unique circumstances of the Division and the necessary progressive disciplinary actions (up to and including termination) that can be taken in order to curtail absenteeism. The employee's personnel record will be reviewed prior to the issuance of any discipline.

**V. REPORTING UNSCHEDULED ABSENCES:**

- A. Employees reporting that they will be absent due to illness, injury, or any other legitimate reason, shall notify their supervisor within the timeframes established in writing by their Division Manager.
- B. An employee who is too ill or incapacitated to telephone his/her supervisor, shall have a reliable person call on his/her behalf. Whoever calls must report a contact telephone number where the employee can be reached. The employee is responsible for keeping the supervisor informed of his/ her progress each day the employee cannot report for work as scheduled. The employee's supervisor may waive the daily reporting requirement if the estimated length of absence is due to an extended illness or injury recovery period.
- C. Employees may be required to bring a doctor's note if reporting an illness.
- D. If the Department determines that the absence is not properly chargeable to an appropriate leave according to the County Leave Manual, the employee may be placed in non-pay status, e.g., unauthorized leave.

**VI. SUPERVISORS' RESPONSIBILITIES:**

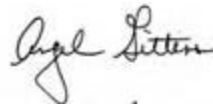
- A. Divisions shall create a division attendance-tracking system to properly record each employee's absences. This tracking system must include the date of the last employee's evaluation as well as a record of any

progressive disciplinary action previously taken by management as a result of the employee's number of absences during the evaluation period.

- B. Consecutive days out related to the original cause of absence may be considered as one instance of unscheduled leave during any 12-month period.

**REVOCATION:** None.

**CROSS REFERENCE:** [Administrative Order No. 7-3, Disciplinary Action; and Administrative Order 7-16, Administration and Delegation of Authority to Discipline.](#)



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Angela Gittens, Aviation Director

Date: December 11, 2001