

<b>Division of Guardianship Time and Attendance</b>	<b>DGS-GGen-10</b>
<b>Effective Date: December 1, 2024</b>	<b>Page 1</b>

**Policy Statement:**

Division of Guardianship and the Division of Administration & Financial Management employees are expected to be working during work hours unless they have prior approval from their supervisor.

**Procedure:**

1. Division staff operate on a 24/7 work schedule, but all staff have signed a work schedule agreement designating a specific schedule. Supervisor's prior approval is required for any alteration of the agreed work schedule.
2. Staff must request and receive prior approval for all overtime or compensatory time worked. In the event of unusual circumstances and overtime is earned, notify supervisor in writing of the overtime. If overtime or compensatory time is claimed without approval staff may be subject to disciplinary action.
3. Except for an emergency illness, employees shall request as soon as possible prior approval for sick leave for medical, dental, or optical examinations, and for sick leave without pay (SLWOP requires the appropriate leave request form and a medical certificate signed by a doctor certifying the specific condition).
4. If too ill to work, notify the immediate supervisor. In the event that the immediate supervisor is not available, follow the chain of command and speak to a member of management. Failure, without good cause, to do so in a reasonable period of time shall be cause for denial of sick leave for the period of absence.
5. The appointing authority may, for good cause and on notice, require an employee to supply supporting evidence in order to utilize sick leave.
6. If employee will be five (5) or more minutes late to work, the employee is required to contact the direct supervisor. If the supervisor is not available, follow the chain of command and speak to a member of management. It is expected the employee will make up or take leave for the amount of time absent or late.
7. If an employee is absent without approval and/or does not provide proper notice of an unscheduled absence the employee may be denied the use of paid leave and may result in a disciplinary action.
8. If an employee wishes to adjust their work schedule in any way (working off site, changing normal work time), they **must** request prior approval. Agency managers have discretion in deciding what work hours best meet the needs of the workplace.