

## **Guidelines for Determining Excessive Lateness or Excessive Absence**

### Lateness – Civil Servants

The time and leave records for civil servants recommended for a promotion or merit increase will be attached to the recommendation. The time and leave record will cover an 18 month period.

Candidates whose leave records reflect an average of more than three unexcused lateness's per month in a six month period will be ineligible for promotion or a merit increase.

### Absences – University Personnel Policy Bulletin No. 3-87 defines “excellent time and leave record”.

The bulletin states:

In order for an employee to be considered for a meritorious salary increase, he/she must have an excellent time and leave record. The maximum number of undocumented absences charged to sick leave which will be considered as evidencing an EXCELLENT rating is two instances of absence during a 6 month time period. The six month periods which are reviewed for consideration are January – June and July – December. Time and leave records covering at least eighteen months and including 3 six month intervals must be submitted with the Merit Salary Request Form.

In exceptional circumstances, where the college has written documentation of a medical condition which may result in undocumented absences which exceed these limitations, request for consideration will be made on a case by case basis by the appropriate Merit Sub-Committee.

It is also assumed that in general any employee who is recommended for a meritorious salary increase will have a time and leave record which evidences only what is considered to be reasonable use of documented sick leave.

### Leave Records of HEOs

Absent reports for HEOs will be included for any HEO candidate recommended for a merit increase. The report will cover an 18 month period.