



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.1.C.18	PAGE NUMBER 1 OF 4
		DISTRIBUTION: Public	
		SUBJECT: DOC Staff Attendance	
RELATED STANDARDS:	None	EFFECTIVE DATE: January 01, 2024	
		SUPERSESSION: 07/01/2022	
DESCRIPTION: Administration & Management – Personnel	REVIEW MONTH: December	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to provide attendance and leave guidelines for staff assigned to the DOC. The DOC shall provide clear, uniform, and informative directives regarding the management and use of leave. Expectations of attendance and appropriate use of leave shall be in accordance with all applicable state and federal laws, rules, and directives, including those relating to disabilities, accommodation of disabilities, and the Family and Medical Leave Act (FMLA).

II. PURPOSE

The purpose of this policy is to provide guidelines for the evaluation of staffing levels, scheduling employees for leave and to assist in determining employees' days off and shift assignment. This will be done as fairly and consistently as possible, while maintaining responsiveness to operational needs to ensure the safety and security of visitors, employees, contract workers, volunteers, and offenders.

III. DEFINITIONS

Excused Absence:

An absence when leave time has been approved and the immediate supervisor has found reasonable cause to excuse the staff person from working all or part of their scheduled workday(s).

Failure to Meet Assigned Work Schedule:

Does not include leave that is designated as FMLA. Includes the following:

1. Late Call In.
2. Unexcused absence.
3. Tardy.
4. No-Call/No-Show.
5. Other occurrences:
 - a. Any call ins for sick leave that exceed seven (7) absences in a rolling twelve (12) month period.
 - b. Any unplanned absence exceeding half of the scheduled shift.

Late Call In:

An instance where staff fails to provide, to an immediate supervisor, a two (2) hour notice before the start of a shift of an absence.

No-Call/No-Show:

An absence where staff does not report for duty at the start of their scheduled shift (includes overtime shifts) and fails to notify the immediate supervisor they will be absent.

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Scheduled Absence:

An absence from scheduled work which is requested in advance of the beginning of the staff person’s scheduled work shift and approved by the immediate supervisor.

Tardiness:

When a staff member is late to their scheduled shift.

Twelve Month Rolling Period:

A period of twelve (12) consecutive months determined on a rolling basis, beginning the month of the first occurrence.

Unexcused Absence:

An absence when leave time has not been requested at least two (2) hours prior to the beginning of the shift and approved in advance by the immediate supervisor, who has not found reasonable cause to excuse the staff person. If a staff member has an unforeseen circumstance that prevents him/her from providing a two (2) hour notification, the employee must provide reason to the supervisor for the circumstance to be excused.

Workday:

A scheduled day of work.

IV. PROCEDURES

1. Immediate Supervisors:

- A. Immediate supervisors have authority to identify facility staff not previously scheduled to work to cover shift vacancies and are responsible for recalling staff not scheduled to work to sufficiently cover the shift.
- B. Immediate supervisors are responsible for ensuring staff members properly report leave time and hours worked within the time keeping system (TKS).

2. Time Keeping System (TKS):

- A. Staff shall enter leave and hours worked in the TKS. The immediate supervisor shall approve all payable time generated in the TKS for the staff he/she supervises.
- B. Staff shall follow the approved process for requesting leave.
- C. Immediate supervisors must approve all overtime offered to a staff member. Overtime worked by custody/control staff must be documented on the *Overtime Report & Authorization Form* (see attachment #1). Immediate supervisors will verify all entered/documented overtime at the end of the shift when overtime is worked.
 - 1. Clinical services, juvenile, and parole staff will request advanced approval (whenever possible) from immediate supervisor.

3. Approved Leave Requests:

- A. It is the responsibility of immediate supervisors and/or Human Resources to determine the type of leave to be charged for each absence by staff they supervise.

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- B. All staff absences from scheduled work must be approved in advance by the immediate supervisor, if possible. For leave that has not been previously approved, staff who are or will be absent must report the reason for the absence to their supervisor as soon as possible. If approved by the immediate supervisor, paid leave time must be used, if available. Unauthorized or no-call/no-show absences may be considered an unexcused absence and may result in leave without pay.
- C. Staff working flexible schedules who request leave will be charged the number of hours they are scheduled to work for the day(s) for the date the leave was requested.

4. Vacation Leave:

- A. Initial request for vacation leave must be submitted to a supervisor who will approve or deny the request. Upon approval, staff must enter vacation time into the TKS. This must be completed at least seven (7) days prior to the start of the planned leave, when circumstances permit.
- B. Approval of vacation leave requests is subject to the safety and security needs of the facility and limited to the amount of vacation time the staff person has accumulated, unless otherwise authorized to take leave without pay.
- C. Staff requesting vacation leave will be charged the number of hours they are scheduled to work for the day which the vacation leave was requested.

5. Sick Leave:

- A. When staff have advance knowledge of a need for sick leave, such as scheduled medical procedures or appointments that conflict with the staff member’s work schedule, they shall provide as much advance notice as possible to their supervisor.
- B. When staff are required to take unplanned sick leave for sickness, injury, or other qualifying event, they are required to notify their supervisor, the on-duty supervisor, or designated point of contact, at least two (2) hours in advance of use of the unplanned sick leave, or the earliest possible opportunity prior to the beginning of the scheduled work shift.
 - 1. For custody/control staff, notification needs to be made by telephone with the control room. The control room staff will transfer the telephone call to the appropriate supervisor/OIC who will document on the shift roster.
 - 2. For clinical services, juvenile, and parole staff, notification needs to be made directly to the immediate supervisor.
- C. A sick leave request must be completed in the TKS by the staff member or the staff member’s immediate supervisor when the staff member returns to duty. The immediate supervisor will review the request and approve or deny the sick leave request. If denied, the supervisor and/or the Bureau of Human Resources and Administration (BHRA) will determine the type of leave to be submitted based on the circumstance.
- D. Staff requesting sick leave for being absent for the duration of their shift must request sick leave for the number of hours they were scheduled to work. If the staff member is absent for part of their scheduled shift, they must request sick leave for the amount of time they were absent. Sick leave hours may be reduced if total hours exceed the employee’s originally scheduled hours.
- E. In the event a staff member is absent from work for more than three (3) consecutive workdays of planned or unplanned sick leave, the staff member will be required to submit a medical certification from a healthcare provider to their BHRA representative upon their return to work (FMLA).

6. Failure to Consistently Meet Assigned Work Schedule:

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- A. Disciplinary action may be taken when employees consistently fail to meet their assigned work schedule. The following are examples of misuse of leave (not intended to be an inclusive list):
1. Unexcused absences, or pattern of repeated leave in connection with regularly scheduled days off, holidays, or weekends.
 2. Unexcused absences either before or after approved vacation leave.
 3. Failure to meet the assigned work schedule in conjunction with outside employment.
 4. Leave use immediately following a change in duty assignments or shifts.
 5. Leave used immediately when earned, (below average accrued leave or requesting excessive amounts of leave).
 6. Unexcused absence after a request for leave has been denied.
 7. No call no shows.
 8. Repeatedly tardy.

V. RESPONSIBILITY

The director of Finance & Administration is responsible for the maintenance and annual review of this policy.

VI. AUTHORITY

None.

VII. HISTORY

December 2023

June 2022

August 2021 – New policy

ATTACHMENTS *(*Indicates document opens externally)*

1. Overtime Report & Authorization Form*
2. DOC Policy Implementation / Adjustments

OVERTIME REPORT & AUTHORIZATION FORM

(Indicate Facility and Method of Organization)

Instructions: In an effort to reduce Overtime (OT), this form must be used to obtain approval for all OT. Unless precluded by emergency conditions, OT must be approved in advance. Safety & security within the facility will always take priority. An Overtime Report will be completed for each pay period.

Multiple sheets of this form may be necessary. For example, a separate sheet may be kept by each day or week, by each unit, by each location, or by each OIC/On-Call supervisor. This form is to be completed as OT is assigned. Further instructions for completing this form are contained at the bottom.

NAME OF EMPLOYEE(S)	OT HOURS	FLEX HOURS	OT CHARGED	DATE OF OT	CATEGORY OF OT <i>(use drop box categories only)</i>	POST TO BE FILLED & REASON	OIC <i>(Initial²)</i>	Approved by OIC or On-Call

NOTE: Prior to this form being submitted to HR:

- 1. The OIC/On-Call whose name(s) appear(s) on this sheet authorizing the overtime will initial and date prior to the end of the pay period that they authorized the OT hours on this form.
- 2. The manager will sign and date that they have reviewed the form and will retain the signed copies. This can be the unit manager, or associate warden.
- 3. The electronic version without signatures will be emailed to HR. If the Manager has emailed an electronic version to HR, the manager is attesting they have a copy on file with all initials required.