



ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

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SARAH HUCKABEE SANDERS
GOVERNOR

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RET. MAJOR GENERAL
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1 May 2023

MEMORANDUM FOR EMPLOYEES OF ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

SUBJECT: Arkansas Department of Veterans Affairs (ADVA) Attendance and Timekeeping Policy

1. ADVA Human Resources is responsible for the creation, revision, and dissemination of various agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This policy provides updated guidelines and procedures for employee attendance and timekeeping and is applicable to all employees of ADVA.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in black ink, appearing to read "K. W. Penn", written over a white background.

KENDALL W. PENN
MAJOR GENERAL, Retired
SECRETARY

ARKANSAS DEPARTMENT OF VETERANS AFFAIRS
Attendance and Timekeeping Policy and Procedures

I. PURPOSE:

The following policy shall establish and set forth the attendance and timekeeping procedures and expectations for all employees of Arkansas Department of Veterans Affairs (ADVA).

II. POLICY:

Punctual and regular attendance is an essential responsibility of all employees in order to effectively carry out the mission of ADVA. Employees are expected to report to work as scheduled, on time, and prepared to begin performing his or her duties. Employees are also expected to remain on duty and working for the entire scheduled time. Late arrivals, early departures, and other absences from scheduled hours must be avoided as much as possible. Abuse or misuse of any type of leave may result in disciplinary action, up to and including termination of employment.

III. EMPLOYEE EXPECTATIONS:

Daily Timekeeping Procedures:

Employees are expected to be at their assigned workstation by the time of their scheduled shift. Nonexempt employees are not authorized to work "off the clock". Employees must not clock in more than seven (7) minutes prior to the beginning of their scheduled shift and must clock out no more than seven (7) minutes past the end of their scheduled shift.

Nonexempt employees are required to clock out for scheduled meal periods and are not authorized to work until clocked in.

Failure to adhere to these guidelines will result in disciplinary action, up to and including termination of employment.

Absence:

Absence is defined as the failure of an employee to report for his or her scheduled shift. An employee's absence will be excused if the following occurs:

- The employee provides a minimum of seven (7) days advance notice to his or her supervisor for non-emergency situations and the absence has been pre-approved by the employee's supervisor.
- The employee has sufficient leave balance to cover the hours away.
- If an employee will be absent or tardy due to illness or other emergency, he or she must contact their employer a minimum of two (2) hours in advance of the beginning of the scheduled shift. If the employee is unable to call, he or she is required to have another individual call and report the absence. The employee must then follow up with his or her supervisor to verify the absence.

An employee's absence will be unexcused if any of the above conditions are not met. Any employee who utilizes sick leave for 24 or more consecutive hours must provide proof of medical care before being allowed to return to work.

Employees must be in an approved leave status for each absence unless authorized in advance by ADVA Chief of Staff.

Tardiness and Early Departure:

Employees are expected to report to work and return from scheduled breaks on time. If an employee is unable to report to work at his or her scheduled time, they must notify their supervisor prior to the beginning of the scheduled shift. This notification will not excuse the tardiness but notifies the supervisor in order to adjust schedules when necessary.

Employees who must leave work before the end of his or her scheduled shift must notify the supervisor prior to departure.

Leave Without Pay:

If an employee has exhausted all accrued leave but must be absent from work, he or she may be placed in a leave without pay (LWOP) status. The need for LWOP is considered on a case-by-case basis and may only be utilized with approval from ADVA Chief of Staff.

Failure to gain approval prior to placing an employee in an LWOP status may result in disciplinary action, up to and including termination.

Overtime:

Overtime shall only be available to medical staff and must be preapproved by the ADVA Chief of Staff. In his or her absence, approval may be obtained from the Director of Long Term Care Division. Failure to complete an authorization form and gain approval prior to working overtime will result in disciplinary action, up to and including termination of employment.

IV. DISCIPLINARY ACTION

Excessive absenteeism and excessive tardiness are defined as three (3) times or more within any 30 consecutive days, six (6) times or more within a six (6) month period, or eight (8) times within any given twelve (12) month period. LWOP shall be assessed, on an hourly basis, for each unexcused tardiness or absence of fifteen (15) minutes or greater.

Utilization of sick leave if other leave statuses have been denied shall be considered leave abuse and the employee shall be subject to disciplinary action, up to and including termination.

Unexcused absences or call ins will be subject to disciplinary action as follows:

- First unexcused absence or call in within a six (6) month period – Verbal Warning
- Second unexcused absence or call in within a six (6) month period – Written Warning and or Suspension
- Third unexcused absence or call in within a six (6) month period – Termination of Employment

Any employee who fails to report for his or her scheduled shift or contact their supervisor for a period of three or more consecutive shifts shall be considered to have abandoned his or her job and will be terminated.