

City of San Diego, California DEPARTMENT INSTRUCTION	DI Number 3.12	Department PARKS AND RECREATION
Subject REPORTING UNSCHEDULED ABSENCES OR LATE ARRIVAL	Page 1 of 4	Effective Date November 1, 2021
Department Applicability PARKS AND RECREATION	Supersedes DI 3.12	Dated April 1, 1983

1. PURPOSE

- 1.1. To specify procedures for Parks and Recreation employees to report to their Supervisor (or designee) an *unscheduled absence* or *late arrival to work*.

2. SCOPE

- 2.1. Applies to all Parks and Recreation employees.
- 2.2. This policy does not apply to pre-approved, scheduled leaves of absence.
- 2.3. For purposes of this policy, supervisor means direct supervisor, supervisor designee, site supervisor, or a supervisor that is in the employee's chain of command.

3. DEFINITIONS

- 3.1. Late arrival to work – When an employee is going to arrive late to work. For timecard purposes, there is a five-minute grace period in SAP that does not count late; however, the employee is still considered late to work.

Note: While an employee is considered late anytime they arrive to work after the scheduled start of their shift, for payroll purposes the SAP system only records an employees as being late from the 6<sup>th</sup> minute onward in decimal intervals of 0.1 for an hour (e.g. 0.1 = 6 minutes, 0.2 = 12 minutes, etc.).

- 3.2. Unscheduled absence – When an employee is scheduled to be at work but is absent.
- 3.3. Extenuating circumstances – When an employee has an *extenuating circumstance*, it involves an extraordinary circumstance, which are unusual factors surrounding a specific event or emergency that is not repeated consistently or situations that are so severe that it is considered an exception rather than the norm and are typically emergencies.
- 3.4. On-time – When an employee arrives *on-time*, it means they are ready to work at the beginning of their scheduled work shift (in uniform if applicable).

4. RESPONSIBILITY

- 4.1. All Parks and Recreation employees are required to arrive *on-time* or they must notify their supervisor when they are going to have a *late arrival to work* or *unscheduled absence*. Employees are responsible for calling, texting, or emailing their supervisor regarding a *late arrival to work* or *unscheduled absence* as soon as the employee determines that they will be having a *late arrival to work* or will be absent with an *unscheduled absence* prior to the start of their work shift, unless there are *extenuating circumstances* preventing this.

City of San Diego, California DEPARTMENT INSTRUCTION	DI Number 3.12	Department PARKS AND RECREATION
Subject REPORTING UNSCHEDULED ABSENCES OR LATE ARRIVAL	Page 2 of 4	Effective Date November 1, 2021
Department Applicability PARKS AND RECREATION	Supersedes DI 3.12	Dated April 1, 1983

## 5. POLICY

### 5.1. General

- 5.1.1. Employees are responsible for calling, texting, leaving a message or emailing their supervisor regarding a *late arrival to work* or *unscheduled absence* as soon as the employee determines that they will be having a *late arrival to work* or *unscheduled absence* prior to the start of their work shift, unless there are *extenuating circumstances* preventing this.
- 5.1.2. Employees who are unable to notify their supervisor may allow a responsible individual, such as another adult, contacts the employee's supervisor as required in this Department Instruction. This responsible individual should advise the supervisor regarding the *late arrival to work* or *unscheduled absence* and provide a call-back or text telephone number.

### 5.2. Notification Procedure

- 5.2.1. Notification of a *late arrival to work* or *unscheduled absence* must be made as soon as the employee determines that they will be having a *late arrival to work* or *unscheduled absence* prior to the start of their work shift, unless there are *extenuating circumstances* preventing this. Prompt notification allows adjustments to work assignments to be made which will help avoid disruptions to operations.
- 5.2.2. When employees phone, text or email, or leave a message, supervisors are to acknowledge to the employee that the employee has notified of the intended *late arrival to work* or *unscheduled absence* by phone, text, email or leave a message. A determination as to whether the request has been approved or unapproved will be made after a review of the circumstances and leave slip, as appropriate.
- 5.2.3. Requests for time off and notifications of absence of fewer than five days prior to the absence will be recorded as unscheduled leave. If an employee does not notify their supervisor as soon as the employee determines that they will be having a *late arrival to work* or *unscheduled absence* prior to the start of their work shift, unless there are *extenuating circumstances* preventing this, the instance of unscheduled absence or late arrival may be recorded as an occurrence of unapproved leave without pay ("Red K"), unless the absence is covered by FMLA or other protected leave status or absent *extenuating circumstances* that can occur.
- 5.2.4. For an *unscheduled absence* of more than one day, the employee is required to notify their supervisor of the dates they will not be at work by submitting a leave slip or upon their return to work if the employee had *extenuating circumstances* that prevented the employee from notifying their supervisor in advance. If the *unscheduled absence* is not recorded on a leave slip, the employee may be recorded as an occurrence of unapproved leave without pay ("Red K") and may be rectified when the employee returns to work if *extenuating circumstances* are communicated to the supervisor verbally or in writing.

City of San Diego, California DEPARTMENT INSTRUCTION	DI Number 3.12	Department PARKS AND RECREATION
Subject REPORTING UNSCHEDULED ABSENCES OR LATE ARRIVAL	Page 3 of 4	Effective Date November 1, 2021
Department Applicability PARKS AND RECREATION	Supersedes DI 3.12	Dated April 1, 1983

- 5.2.5. Any employee with an *unscheduled absence* covered by Family and Medical Leave Act (FMLA), Long Term Disability, Industrial Leave, or other type of medical or administrative leave benefit should clearly state which type of leave the absence falls under when reporting the *unscheduled absence*. The employee should not reveal their medical condition or diagnosis. The employee or supervisor should notify the payroll specialists to code the absence as appropriate.
- 5.2.6. Continued failure to follow proper notification procedures may result in progressive disciplinary action up to and including termination.

APPENDIX

Legal References

Local 127 MOU  
MEA MOU  
Personnel Regulations

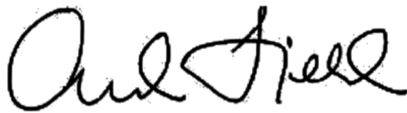
Subject Index

Department Instructions

Administering Department

Parks and Recreation Department

Approval:



\_\_\_\_\_  
Andrew Field, Director, Parks and Recreation  
Department

11/1/2021

\_\_\_\_\_  
Date

City of San Diego, California DEPARTMENT INSTRUCTION	DI Number 3.12	Department PARKS AND RECREATION
Subject REPORTING UNSCHEDULED ABSENCES OR LATE ARRIVAL	Page 4 of 4	Effective Date November 1, 2021
Department Applicability PARKS AND RECREATION	Supersedes DI 3.12	Dated April 1, 1983

**ADDENDUM**

The City of San Diego and the San Diego Municipal Employees Association have met and conferred in good faith in accordance with the Meyers-Miliias-Brown Act related to this Department Instruction procedure and have reached Agreement on this procedure as stated.

**San Diego Municipal Employees Association**

*Skylar Coburn-Mercure* 10/20/2021  
 Skylar Coburn-Mercure, Labor Relations Officer Date

**City of San Diego**

*Andrew Field* 11/1/2021  
 Andrew Field, Director, Parks and Recreation Department Date

*Abby Jarl-Veltz* 10/28/2021  
 Abby Jarl-Veltz, Assistant Director, Human Resources Department Date

*Erik Hanson* 10/28/2021  
 Erik Hanson, Supervising HR Officer, Human Resources Department Date

City of San Diego, California DEPARTMENT INSTRUCTION	DI Number 3.12	Department PARKS AND RECREATION
Subject REPORTING UNSCHEDULED ABSENCES OR LATE ARRIVAL	Page 4 of 4	Effective Date November 1, 2021
Department Applicability PARKS AND RECREATION	Supersedes DI 3.12	Dated April 1, 1983

**ADDENDUM**

The City of San Diego and the American Federation of State, County and Municipal Employees, Local 127 have met and conferred in good faith in accordance with the Meyers-Milius-Brown Act related to this Department Instruction procedure and have reached Agreement on this procedure as stated.

**American Federation of State, County and Municipal Employees, Local 127**

*Meet and confer concluded on September 30, 2021*

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Rodney Fowler Sr., President and Chief Steward

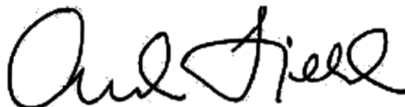
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Date

*Meet and confer concluded on September 30, 2021*

\_\_\_\_\_  
Leticia Munguia, Business Representative

\_\_\_\_\_  
Date

**City of San Diego**



\_\_\_\_\_  
Andrew Field, Director, Parks and Recreation Department

11/1/2021

\_\_\_\_\_  
Date



\_\_\_\_\_  
Abby Jarl-Veltz, Assistant Director, Human Resources Department

10/28/2021

\_\_\_\_\_  
Date



\_\_\_\_\_  
Erik Hanson, Supervising HR Officer, Human Resources Department

10/28/2021

\_\_\_\_\_  
Date