

## FY 2025 Administrative Directive 4.2, Workplace Attendance Solid Waste Management Department Attendance Procedures

This document outlines departmental procedures for managing attendance in accordance with Administrative Directive 4.2, Workplace Attendance. Each employee needs to understand and adhere to the procedures outlined in this document.

**Reason for Mandatory Work Cycle:** Ensure adequate staffing during historically heavy workdays.

**Applies to:** Non-management staff by Division below:

<p style="text-align: center;"><b><u>Mandatory Work Cycle:</u></b></p> <p><b>Curbside Cart Collections:</b>  <u>Veterans Day:</u> November 11, 2024  <u>Thanksgiving:</u> November 29-30, 2024  <u>Winter Holiday:</u> Dec. 23-24 &amp; 26-28, 2024  <u>New Year's Day:</u> Dec. 30-31, 2024 &amp; Jan 2-4, 2025  <u>MLK Jr. Holiday Week:</u> January 21-25, 2025  <u>Superbowl Monday:</u> February 10, 2025  <u>César Chávez Day:</u> March 31, 2025  <u>Easter Monday:</u> April 21, 2025  <u>Fiesta San Jacinto:</u> May 2-3, 2025  <u>Monday after Mother's Day:</u> May 12, 2025  <u>Memorial Day:</u> May 26, 2025  <u>Monday after Father's Day:</u> June 16, 2025  <u>Juneteenth:</u> June 19, 2025  <u>Independence Day:</u> July 4, 2025  <u>Labor Day:</u> September 1, 2025</p>	<p style="text-align: center;"><b><u>Mandatory Work Cycle (Cont):</u></b></p> <p><b>Curbside Brush/Bulky Collection and Brush Grinding:</b>  <u>Superbowl Monday:</u> February 10, 2025  <u>Easter Monday:</u> April 21, 2025</p> <p><b><i>There are no mandatory work cycles for the following divisions:</i></b>  Administration  Warehouse  Downtown Litter Basket Collections  Dead Animal Collections  Fleet Operations</p>
<p style="text-align: center;"><b><u>Scheduled Leave:</u></b></p> <p>Employees must request leave a minimum of one working day in advance using the Notice of Leave form. No verbal requests or authorization allowed. Supervisors have discretion to approve or deny the request based on departmental operational needs. Leave requests <u>may be</u> prohibited during mandatory work cycles.</p> <p>COSACares Leave may be utilized as needed. According to AD 4.4 – Leave Administration, an employee must work the day before and the day after a scheduled holiday to receive full pay, unless on approved leave.</p>	<p style="text-align: center;"><b><u>Cancellation of Approved Leave:</u></b></p> <p>If you would like to cancel leave you previously requested, you must notify your supervisor at least one day in advance.</p> <p style="text-align: center;"><b><u>Jury Duty Return to Work:</u></b></p> <p>Employee needs to return to work following release from Jury Duty or subpoena if you are released and more than half the work shift remains. You will need to show documentation of release from jury duty.  <u>Night workers only:</u> You may contact your immediate supervisor for direction on returning to work.  (Provisions for shift workers are included in AD 4.2)</p>
<p style="text-align: center;"><b><u>Call-In Procedures for Unscheduled Absence:</u></b></p> <p>When calling in to notify your supervisor of an unscheduled absence or tardy, you must make verbal contact your immediate supervisor, Assistant Solid Waste Manager or Solid Waste Manager a minimum of thirty (30) minutes prior to your scheduled start time. Text messages will not be accepted. An unscheduled absence occurring on a mandatory work cycle will result in the assessment of points in accordance with A.D. 4.2 – Workplace Attendance</p> <p>Appeals to points assessments will only be considered for situations involving the application of the policy and extreme circumstances as determined by the Director. Typical situations causing an absence or tardy (missed punch, traffic congestion, appointments, etc.) will not be considered circumstances warranting waiving of points.</p> <p><b><u>Additional Procedural Guidelines:</u></b> Employees on modified (light) duty shall adhere to these procedures, including calling their supervisor for an unscheduled absence, even if they are temporarily assigned to another division or department and reporting to another supervisor.</p>	

Department Director's Signature: 	Date: 9-30-24
Human Resources Representative's Signature: 	Date: 10/10/24
Employee's Signature: _____ Employee's SAP#: _____	Date: _____