


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Chronic or Excessive Absenteeism
	Policy Reference No:	6-2
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

It is the responsibility of every employee to utilize sick, vacation and personal time responsibly throughout the year so that he/she has available time necessary to cover illness, emergencies etc.

It is not the policy of the Township to allow the use of unpaid time off, either in place of, or as an addition to, sick leave, vacation or personal time provided by contractual agreement.

Once an employee has utilized all but five (5) days (approximately 35 hours) of sick leave, as a courtesy, their Supervisor will issue a notice to the employee warning/reminding that the employee has only five (5) days (approximately 35 hours) remaining in his/her sick bank.

If a salaried exempt employee uses all sick, vacation and personal time and takes additional time off, he or she may be docked pay in the following circumstances:

- (1) An absence from work for one or more full days for personal reasons other than sickness or disability;
- (2) Absences of one or more full days due to sickness or disability;
- (3) To offset amounts he or she received as juror or witness fees, or for temporary military duty pay;
- (4) For unpaid leave taken by the employee under the Federal Family and Medical Leave Act.

If an hourly nonexempt employee uses all sick, vacation and personal time, and takes additional time off, such additional time will be unpaid. An hourly nonexempt employee shall be paid for all hours actually worked.

Employees may be disciplined for chronic or excessive absenteeism, chronic or excessive lateness or abuse of leave up to and including termination of employment at the sole discretion of the Township.

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Revision No.	Revision Date	Nature of Revision	Approved By