

# NOTIFICATION OF ABSENCE

**SOURCE: OHIO ADMINISTRATIVE CODE 123:1-32-04(A) & OHIO EPA ADMINISTRATION; OCSEA/AFSCME BARGAINING AGREEMENT ARTICLE 29**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Notification of Absence Policy:**

1. When employees are sick and/or unable to report to work, they must call their immediate supervisor within one-half hour of their start time.
  - a. If the immediate supervisor does not answer, the employee must leave a voicemail message including:
    - Name
    - Time of call
    - Estimated return to work
    - If this is an FMLA qualifying event
    - Call back number where employee can be reached
  - b. Employees must then call their manager, if he/she is not available, leave the same voicemail message.
  - c. Contact the Agency, division, or district receptionist after 8a.m. and advise that you will be absent.
2. Employees are required to call-off every day they are off unless given specific instructions to the contrary by their supervisor or manager.
3. There may be rare or emergency circumstances, which preclude notification. In those situations, another individual may call or the employee may call as soon as possible. The supervisor may request reasonable verification.
4. Upon return to work the employee must immediately complete and submit to their supervisor a [Request for Leave form \(ADM 4258\)](#).
5. Employees taking sick leave greater than five (5) consecutive workdays or off on disability must provide a physicians statement to return to work.
6. Failure to comply with this policy may result in disciplinary action.

See: Conditions of Employment, Conduct and Discipline.