

Staff Report

Subject: Approval of Amendment to HR SOP 2.11 Attendance

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: March 4, 2025

Item Description: Request to approve an Addition to HR SOP 2.11 Attendance, Section E. Definitions, 3. Scheduled Absence, a. Personal Illness.

Summary Recommendation

After discussing the topic at a BOC Winter Workshop (2024), staff recommends updating HR SOP 2.11 Attendance, Section E. Definitions, 3. Scheduled Absence, a. Personal Illness. Staff proposes adding the following:

3. Scheduled Absence

a. Personal illness

When absent from illness for three (3) days consecutively **or 24 hours for first responder positions**, employees may be required to provide the Department Head / Human Resources Department with a physician's statement. When the employee returns, the verification document must be submitted to the Department Head / Human Resources Department.

Alternatives

- 1) Approval is recommended for adding the following to HR SOP 2.11: Attendance, Section E. Definitions, 3 Scheduled Absence, a. Personal Illness.
- 2) Disapprove and provide staff with guidance on how to proceed.

Other Alternatives: None

Department Review: County Manager and Human Resources.

Attachments:

- 1) Current HR SOP 2.11: Attendance
- 2) DRAFT HR SOP 2.11: Attendance