



Village of New Haven

PO Box 480429 ~ 57775 Main Street
New Haven, Michigan 48048-0429
Phone (586) 749-5301 ~ Fax (586) 749-3408

Attendance, Tardiness, and Time-Off Policy

Purpose

To ensure the Village maintains reliable operations and that all departments are adequately staffed to perform essential municipal services.

Regular and reliable attendance is an essential function of all Village positions.

Section 1 – Attendance and Tardiness

Policy Statement

Employees are required to report to work on time and be prepared to perform their duties at the scheduled start of their shift.

Employees must allow sufficient time for travel, weather, and other conditions to ensure they arrive on time and are ready to perform their assigned duties.

Workday Readiness Requirement

Employees are required to report to work on time and be prepared to begin their assigned duties at the scheduled start of their shift. For office staff who serve the public, employees must ensure the office is fully operational and ready to assist residents at the posted opening time. For Department of Public Works (DPW) employees, timely attendance is necessary to allow for daily work assignments, crew coordination, equipment preparation, and safety briefings.

Due to continuous operational requirements of the Fire Department, which provides emergency services twenty-four hours per day, seven (7) days per week, the scheduling and use of Paid Time Off (PTO) for Fire Department personnel will be administered in a manner that always ensures adequate staffing levels.

Definition of Tardiness

An employee is considered tardy when they are not present and ready to perform their assigned duties at their scheduled start time.

Examples of tardiness include:

- Arriving after the scheduled start time
 - Teamster Clerical Contract Article 10 Section 1; Regular workweek shall consist of forty (40) hours from Monday through Friday 9:00 am to 5:00 pm.
 - Teamster DPW Contract Article X Section 1; Regular workweek shall consist of forty (40) hours from Monday through Friday 7:00 am to 3:30 pm.
 - Teamster Clerical Contract Article 5 Section 2 F; Management Rights to determine the hours of employment.
 - Teamster DPW Contract Article V, Section 2 F; Management Rights to determine the hours of employment.
- Being present but not prepared to begin work duties
- Failing to report for a scheduled assignment or meeting
- Failing to notify a supervisor of a delay when possible

Notification Requirement

If an employee expects to be late, they must notify their supervisor before the scheduled start time whenever possible.

Notification does not excuse the tardiness but allows the Village to plan for staffing and operational coverage.

Attendance Occurrence System

The Village uses an occurrence-based attendance system to monitor attendance and tardiness.

An occurrence is defined as a single, separate unscheduled absence from work or a pattern of tardiness that disrupts Village operations.

Occurrences may include:

- Unscheduled absences
 - Leaving work early
 - Failure to report to work
 - Repeated tardiness
 - Insufficient PTO Balance Available
-

Repeated Tardiness Rule

Two (2) instances of tardiness will be counted as one (1) attendance occurrence.

Supervisors may also review patterns of tardiness such as:

- Repeated late arrivals on specific days
- Chronic lateness following weekends or holidays
- Tardiness that interferes with the Village's operational needs

Such patterns may result in corrective action when necessary.

Rolling Twelve-Month Attendance Tracking

Attendance occurrences will be tracked using a rolling twelve (12) month period.

A rolling twelve (12) month period means each occurrence stays active for twelve (12) months from the date it occurred. After twelve (12) months have passed, that occurrence will no longer count toward corrective action.

Example:

If an employee receives an occurrence on May 10, 2026, that occurrence will remain active until May 10, 2027, at which time it will automatically drop from the employee's attendance record.

This method ensures attendance is evaluated based on ongoing patterns of behavior rather than a fixed calendar year.

Progressive Corrective Action

Attendance occurrences within a rolling twelve (12) month period may result in the following corrective action:

Occurrences	Action
One (1) occurrence	Verbal warning
Two (2) occurrences	Written warning
Three (3) occurrences	Final written warning
Four (4) occurrences	Suspension
Five (5) occurrences	Termination

Supervisors may review attendance records at any time to decide whether patterns of absenteeism or tardiness are affecting Village operations.

Tardiness Payroll Deduction Schedule

Employees arriving after their scheduled start time will be considered tardy. Time missed will be recorded and deducted from payroll in increments of one-tenth (0.1) of an hour according to the schedule below.

Minutes Late	Payroll Deduction
1–6 minutes	0.1 hour
7–12 minutes	0.2 hour
13–18 minutes	0.3 hour
19–24 minutes	0.4 hour
25–30 minutes	0.5 hour
31–36 minutes	0.6 hour
37–42 minutes	0.7 hour
43–48 minutes	0.8 hour
49–54 minutes	0.9 hour
55–60 minutes	1.0 hour

Section 2 – Planned Time Off (Vacation, Personal, and Sick Leave)

Purpose

To outline the Village's procedures for vacation, personal leave, and sick leave while ensuring continued essential operations with adequate staffing.

The Village will maintain a minimum staffing level:

- Office minimum staffing level of two (2) non-supervisory employees on duty to ensure the office remains open and operational when public services are required.
- DPW minimum staffing level of (5) non-supervisory employees on duty to ensure operational coverage, emergency response capabilities, equipment operation, and compliance with safety practices that require multiple personnel for certain tasks.

This policy will be administered in compliance with the Michigan Earned Sick Time Act (ESTA) and any applicable union agreements.

Request Procedure

Official Request Form

All requests for planned time off must be submitted using the **Official PTO Request Form**.

The form criteria:

- Employees must have sufficiently accrued PTO available to cover any requested time off. Requests for PTO that exceed the employee's available PTO balance may be denied.
 - Be completed and signed by the employee
 - Be submitted to the employee's direct supervisor for approval
 - All approved time off will be charged in increments of one-half ($\frac{1}{2}$) day or one (1) full day. Employees may not request or record leave in increments smaller than one-half ($\frac{1}{2}$) day unless otherwise authorized by the Supervisor.
 - One-half (.5) day equals 4 hours of leave.
 - One (1) full day equals 8 hours of leave.
-

Vacation Calendar

Once approved, the request must be immediately entered into the Official Village Vacation Calendar to ensure visibility across departments and prevent staffing conflicts.

Minimum Staffing Requirement

Vacation requests will not be approved if the request reduces available staffing below two non-supervisory employees on duty.

Staff coverage may be distributed across departments if necessary to maintain operations.

Supervisory staff are not counted toward minimum staffing coverage.

Advance Notice Requirement

Employees requesting vacation time must submit their request at least two (2) weeks in advance of the requested time off.

All vacation requests are subject to supervisor's approval based on operational needs and staffing availability.

Special Circumstances

Requests made with less than two (2) weeks' notice may be considered under unusual circumstances, including:

Approval of short-notice requests is not guaranteed and will depend on the Village's ability to maintain adequate staffing and operational needs.

Supervisor Authority to Deny Time Off

Supervisors retain authority to deny vacation requests when operational needs require staffing coverage.

Vacation requests may be denied during designated busy periods including but not limited to:

- Annual budget preparation or audit periods
- Tax preparation and tax collection periods
- Utility billing cycles or bill due dates
- Peak construction or permitting seasons
- DPW Holiday operations

Requests may also be denied when an employee's absence would interfere with critical Village operations, even if minimum staffing levels are met.

Sick Leave Following a Denied Vacation Request

If an employee calls in sick on a day for which vacation was previously requested and denied, the Village shall require:

- Medical documentation or a doctor's note
- A return-to-work certification

Patterns of absence may be reviewed for potential misuse of sick leave.

Confirmed abuse may result in corrective action up to and including termination, consistent with Village policy or applicable union agreements.

Protected and Unprotected Absences

Protected Absences

An absence is protected if it is covered under federal or state law, including:

- Michigan Earned Sick Time Act (ESTA) – use of accrued paid sick leave for:
 - Employee’s own illness, injury, or health condition
 - Care for a family member with an illness, injury, or health condition
 - Certain safety-related needs (domestic violence, sexual assault, stalking)
- Family and Medical Leave Act (FMLA) – applies if the Village grows above 50 FTE employees, including:
 - Serious health conditions of employee or family member
 - Birth, adoption, or foster placement of a child
 - Certain military family leave situations

Unprotected Absences

An absence is unprotected if it is not covered under ESTA, FMLA, or other applicable laws. Examples include:

- Calling in sick when the employee has no accrued sick leave under ESTA
- Failing to provide proper notice or follow the Village’s notification procedures
- Leaving early or arriving late without supervisor approval
- Vacations or personal days taken without approval

Temporary Accommodations

Any previously granted exceptions or temporary accommodation are not permanent.

When the temporary circumstance no longer exists, the accommodation will end and the employee will be expected to follow the standard attendance requirements.

Effective Date

This policy shall take effect **May 1, 2026**.

YEAS: _____

NAYS: _____

ABSENT: _____

APPROVED by the President of the Village Board this 14th day of April 2026.

Brian Meissen, Village President

The foregoing policy was certified and adopted at a regular meeting of the Board of Trustees of the Village of New Haven held on this 14th day of April 2026.

CERTIFICATION

Rachel Whitsett, Village Clerk