

## Daily Meal and Break Periods

Employees are to continue the practice set by your supervisor concerning the scheduling of daily meal and break periods.

Employees who do not take meal and/or breaks are not permitted to either shorten the workday or to receive any form of overtime compensation or compensatory time off. Also, break periods are not to be taken in conjunction with meal periods. Breaks during periods of overtime are subject to the discretion of management.

## Request for Time Off

All CSEA Facilities staff are required to complete and submit to their supervisor a Time-Off Request form when requesting all time off which includes a partial day. If your immediate supervisor is not available at the time of submission, the form must be submitted to the next available supervisor/unit head. Requests for a vacation day, a personal day or banked holiday time must be submitted no later than 1 day in advance and must be approved by the supervisor subject to the operational needs of the facility. If you are not sure who is your next available supervisor/unit head, you should ask your current supervisor upon receipt of this document. .

All Time-Off Request forms submitted by employees will be answered within five (5) working days (preferably sooner) of receipt by your supervisor. Please do not make or purchase any transportation arrangements such as airline tickets, etc. and/or book hotel accommodations until you have received approval of your vacation time off request.

Employees requesting sick leave to attend a medical appointment for an annual Prostrate Cancer Screening or Breast Cancer Screening do not have to charge any leave accrual but are required to complete and submit a Time-off Request form. On the time-off request form, employees must check "Other Leave" and indicate the reason in the Comments section

## Tardiness/ Requests to Leave Early

Employees are expected to be at their work station and ready to work at the time their shift begins. In the event employees are going to be late to work, employees must call the following number, for your work unit, prior to the start of your shift but no later than two hours of the scheduled workday and advise your supervisor as to why (excluding medical information) you will be late and when you expect to be in:

<u>For employees working in:</u>	<u>Call</u>
Residence Facilities -	(914) 251-6920
Custodial Services -	(914) 251-6930 or (914) 251-6931 (if you work in the dorms)
Grounds -	(914) 251-6920
Electrical -	(914) 251-6920
Environmental Health & Safety	(914) 251-6917
Plumbing -	(914) 251-6920
Structural -	(914) 251-6920
Automotive -	(914) 251-6920
Heating Plant -	(914) 251-6928
Administration -	(914) 251-6920

If an employee needs to leave work before the end of the shift for other than a medical emergency, employees must receive advance permission from your supervisor to do so. As with lateness, it will be at the discretion of your supervisor as to how the missed time is charged (accrued vacation time, personal time, holiday time, or non-paid).

You are reminded that missed time due to tardiness or early departure cannot be made up by working through breaks, meal breaks, or beyond the scheduled end of the shift.

## Absences – (Definitions)

- **Scheduled Absence**  
Time off requested in advance and approved by your supervisor using appropriate leave credits.
- **Unscheduled Absence**  
An absence not requested and not approved in advance, such as sick day, inclement weather, transportation, personal, or family emergency, etc. An employee must make every effort to notify their supervisor, prior to the start of your shift but no later than two hours of the scheduled workday; shift workers may be required to call prior to the beginning of the shift, by using the above referenced phone numbers or unless other arrangements have been made with your supervisor. If you are unable to speak to your supervisor, you must leave a voicemail at the phone number listed above. Calling in provides your supervisor with the information necessary to schedule the workday but, of itself, does not automatically create an approval to charge leave accruals.
- **Unauthorized Absence**  
Failure of an employee to appear for a regularly scheduled work assignment or to notify a supervisor/designee of the employee's inability to work (no call/no show, late call-in) within the established time frames. This type of absence may result in a lost pay and may be also result in disciplinary action.

## Personal Calls

Personal calls are not permitted except for urgent situations. Use of cell phone for personal business is limited to your break and/or lunch period.