





STATE OF CONNECTICUT
Department of Mental Health & Addiction Services



Commissioner's Policy Statement and Implementing Procedures

SUBJECT:	Employee Attendance
P & P NUMBER:	Chapter 2 –Human Resources/Employee Services
APPROVED:	 Miriam Delphin-Rittmon, Ph.D., Commissioner  Date:
EFFECTIVE DATE:	May 6, 1993
REVISED:	July 1, 1996, May 2018 (This replaces Commissioner’s Policy 64 with effective date of August 15, 1996)
REFERENCES:	DMHAS Work Rules
FORMS AND ATTACHMENTS:	

STATEMENT OF PURPOSE: All DMHAS employees are expected to report to work in a regular and dependable fashion and to report any absences timely in order to provide essential services to the clients.

POLICY: Employees must report to work when scheduled, minimize absences and report any absences as required.

PROCEDURE: AC 230, D 23 revised August 20, 2018

The success of the Department of Mental Health and Addiction Services in carrying out its mission depends to a large degree upon the dependability of its employees. Absenteeism can have a severe impact upon the ability of our Department to provide essential services to our clients. For this reason, regular attendance is essential and is to be expected of all employees. While there may be situations beyond an employee's control which cause absence from work, to the extent possible, employees are expected to minimize the absence in unanticipated emergencies. Therefore, it is the policy of the Department of Mental Health and Addiction Services that all employees shall:

1. manage their personal affairs in a manner which will enable them to report to work as scheduled in a regular and dependable fashion;
2. limit absenteeism to legitimate reasons, as prescribed by collective bargaining agreements and State regulations;
3. report for work on time and remain at their respective assigned duty stations, as scheduled; and
4. report absences as prescribed by Department policy and work rules.

Continued absences from work or excessive absenteeism may each, in and of itself, constitute an abuse of sick leave. Where attendance issues arise or where attendance problems persist, they shall be handled in accordance with the Department of Mental Health and Addiction Services Employee Attendance Review Procedure AC 230 D 23.