

HUMAN RESOURCES MEMORANDUM 94-020		DATE ISSUED: 10/31/1994
SUBJECT: DOCK – Approved/Unapproved		REFERENCE: None
TO: ADMINISTRATIVE ASSISTANT; Attendance Clerks Managerial/Supervisory staff		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The terminology “DOCK” means unpaid time, however, there is a major difference between approved dock and unapproved dock. Unapproved dock (Absence Without Leave --AWOL) can be used in an adverse action, approved dock (Leave Without Pay – LWOP) can not be used in an adverse action.

Reporting Dock

Employees can be docked in days, hours, or tenths. If the employee is to be docked for less than one hour, it must be reported in tenths. If the dock is 5 minutes or less, the employee cannot be charged dock (A or L), however, it is recommended that the employee make up the time during their lunch period. If the employee is to be docked between 6 minutes and 59 minutes, the chart listed below is to be used:

MINUTES TO BE DOCKED	DECIMAL TO BE DOCKED
0 through 5 minutes	No dock
6 through 11 minutes	.1
12 through 17 minutes	.2
18 through 23 minutes	.3
24 through 29 minutes	.4
30 through 35 minutes	.5
36 through 41 minutes	.6
42 through 47 minutes	.7
48 through 53 minutes	.8
54 through 59 minutes	.9
60 minutes	1.0 hour

If an employee is granted approved dock (L), then sick leave, vacation/annual leave, or any other paid leave credits **CAN NOT BE USED TO BREAK** the continuity of the docked absence. Therefore, be aware of a dock which occurs on the last day of the pay period. The credits posted to the first day of the following pay period **CAN NOT** be used to break the period of dock. The credits are available for the employee’s use upon the **PHYSICAL** return to work.

EXCEPTION: Unapproved dock (A) can be broken with paid leave credits. The AWOL charged is not considered approved time off, but unapproved time off.

DO NOT ACCUMULATE time to be reported for the dock. The dock is to be reported on the date in which it actually occurs.

Definition of Dock

Absence Without Leave (AWOL)

Unapproved absence without pay. AWOL can be used to substantiate an Adverse Action proceeding against the employee. An AWOL for five (5) consecutive working days (exclusive of holiday) may be an automatic resignation from State service, as of the last date on which the employee worked or had an approved absence. **DO NOT ALLOW THE EMPLOYEE TO RETURN TO WORK, IF YOU WISH TO EXERCISE THIS TYPE OF TERMINATION.** A Warning Notice must be sent to the employee on the third (3rd) day of AWOL. Contact your assigned Personnel analyst (PA) for guidance.

AWOL is to be used when the employee did not report to work and:

- did not contact the office, or
- requested time off, but time off was denied, or
- has been instructed to call within a specific time frame, and did not, or
- has been instructed to speak with the immediate supervisor or other specific staff and fails to do so, or
- calls in, leaves a message he/she will call back and does not call back, or
- calls in, states he/she will be in at a specific time and does not report for work (AWOL should be for the whole day), or
- employee is on "doctor's substantiation" and failed to provide a document within time frame as prescribed on the notice to employee regarding medical substantiation, or
- employee is required to provide other substantiation, i.e., police report, accident report, etc., to support request for time off and fails to do so.

AWOL can also be used when the employee is

- tardy, or
- leaves job site without permission.

Informal Leave

This type of dock **CAN NOT** be used for an adverse action, since the time off has been approved by the supervisor. the time approved is not to exceed:

- eleven (11) days in a 22 day period;
- ten (10) days in a 21 day pay period;
- eleven (11) consecutive days between two monthly pay periods.

Temporary Leave

After an informal leave, a supervisor may grant time off for a period not to exceed 30 calendar days. (This time is in addition to the Informal Leave.) A holiday is counted when computing the 30-calendar day period. The employee may be paid for the holiday after returning from a temporary leave, if within eleven (11) days.

A formal LEAVE OF ABSENCE or a LEAVE OF ABSENCE PENDING COMP/NDI must be documented if the employee is off beyond the time allowed for a Temporary Leave.

Additional Information

Please refer to the Payroll and Personnel Procedure Manual (PPPM), Section 121 for more information regarding Absence Without Pay.

Questions

Questions regarding this memorandum should be directed to your assigned Personnel Analyst or Personnel Services Specialist/Supervisor.

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Personnel Manager