



Illinois Department of Corrections

Administrative Directive

Number: 02.65.173	Title: Notification of Absence	Effective: 11/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.65.173 effective 7/1/2012

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-16; 5-ACI-1C-01, 04, 07
Referenced Policies: 03.01.301	Referenced Forms: DOC 0126 – Notification of Absence

I. POLICY

The Department shall ensure employees report absences or tardiness or request time off in compliance with uniform timekeeping requirements and Collective Bargaining Agreements.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide instructions to staff for proper reporting and approval of absences.

B. Applicability

This directive is applicable to all facilities, offices, programs, and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. The Notification of Absence, DOC 0126, shall be used to:
 - a. Document any call in of absence or tardiness;
 - b. Verify the type of time used for a call in; or
 - c. Request time off in advance.
2. The DOC 0126 may be legibly handwritten in ink, typewritten or completed via computer.
3. Signatures of both the requesting employee and the Supervisor are required unless the DOC 0126 is completed and processed on line **and** the Chief Administrator has authorized the request to be processed on-line.

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- a. The signature entered on-line may be accepted in lieu of the employee's signature provided the DOC 0126 is electronically transmitted directly from the employee to the Supervisor.
 - b. The signature entered on-line may be accepted in lieu of the Supervisor's signature provided the DOC 0126 is electronically transmitted directly from the employee to the Supervisor and either:
 - (1) From the Supervisor to the Chief Timekeeper; or
 - (2) From an individual who is transmitting the DOC 0126 on behalf of the Supervisor to the Chief Timekeeper. The electronic submission must indicate if someone other than the Supervisor is transmitting the form on behalf of the Supervisor.
 - c. If attendance records are maintained by someone other than the Supervisor, a copy of the DOC 0126 transmitted to the Chief Timekeeper shall also be electronically transmitted to that individual.
4. Except for a call in, time requested shall be approved prior to the absence. Requests shall be processed within five days of receipt.
 5. The Supervisor may designate persons who are authorized to receive call-in reports. Call in reports shall be submitted upon return and shall be processed by the Supervisor within three working days of receipt.

F. Requirements

1. An employee who is unable to report for duty shall call in, with the exception of an emergency situation, **within one hour before the beginning of his or her shift**, unless otherwise directed by local policy. If an employee fails to call in within the time prescribed, the employee may be charged with an unauthorized absence and may be docked. The DOC 0126 shall be completed and submitted to the Supervisor the first day upon returning to work, except as otherwise provided in Administrative Directive 03.01.301.
2. The individual authorized to receive a call in report of absence or tardiness shall complete the Call In Report section of the DOC 0126.
 - a. The following information shall be obtained from the employee and be immediately recorded on the DOC 0126:
 - (1) The name of the employee calling in.
 - (2) The employee's shift and location.
 - (3) The reason for the call in or indicate "none" if no reason was given and the type of time requested.
 - b. The completed DOC 0126 shall be forwarded to or picked up by the employee's immediate Supervisor.
 - c. The employee's Supervisor may use the DOC 0126 to make changes in daily work assignments. Upon the employee's return to work, the employee shall be given the DOC 0126 to complete the Notification of Absence section.

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3. An employee who is either confirming the type of absence or tardiness called in or requesting time off in advance shall complete the name and shift location, at the top of the DOC 0126 if not already completed and complete the Notification of Absence section. The employee shall:
 - a. Check whether he or she has been or will be absent; indicate the date or dates of absence; check whether the absence will be for a full day, half day or hours. If a half day or hours are requested, indicate the hours "from" and "to."
 - b. Indicate the total number of days or hours of absence.
 - c. Check the type of time taken: Personal Business, Vacation, Accumulated Holiday, Compensatory Time, Sick Leave - Personal, Sick Leave - Family, Service Connected Sick Leave, Service Connected Appointment, Dock Time, Blood Donor, Platelets Donor or other time. If another type of time is requested, explain in the Comments section.

NOTE: If use of equivalent earned time is requested and there is no selection for this time, the employee shall check the Compensation Time box and "Equivalent Earned Time" or "EE Time" shall be noted in the comments section.
 - d. Indicate the reason for the absence in the comment section if required by the Supervisor or if the employee wishes to explain.
 - e. Sign and date the request.
 - f. Forward all three copies of the DOC 0126 to the employee's immediate Supervisor for approval or maintain a copy and electronically submit the request to the Supervisor.

 4. The Supervisor shall, within five working days of receipt of an advance request or within three working days of receipt of a call in report:
 - a. Review the request, making any comments in the comment section:
 - b. Check whether the absence is approved or disapproved, sign, and date the report. Any use of holiday, vacation, comp time or equivalent earned time requested via call-in shall also be approved by the Chief Administrator.
 - c. Distribute the approved or denied DOC 0126. The original copy shall be forwarded to the Chief Timekeeper within five working days of the Supervisor's approval or denial; the third copy shall be forwarded to the employee; and the second copy shall be retained by the Supervisor (or designated daily timekeeper).

 5. The Chief Timekeeper shall record the time used or the requested use of time and file the original DOC 0126 in the timekeeping files.
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