

# HUMBOLDT STATE UNIVERSITY

## Facilities Management

**Standard Operating Procedure:** FSS017-200210

**Title:** Dock Status (Unpaid Leave)

Creation Date: 5/8/2019, updated 2/10/20

**Intent:** The purpose of this internal procedure is to provide written guidance to the management team to ensure consistency in the application of Dock Status (Unpaid Leave) to employees within Facilities Management (FM). This procedural guideline supersedes all previous internal procedures relating to Dock status.

**Responsible Staff:** All FM personnel are responsible for following the procedures outlined below.

**Procedure:** An employee enters dock status when leave is taken without adequate accruals to cover their time away from work. The employee's pay will be docked whenever they enter approved or unapproved dock status.

### **Approved Dock Status**

- For dock status to be approved, an employee's unit Manager and the Associate Vice President of FM must preapprove the requested dock time. This means that the employee requests to have their pay docked because they do not have adequate leave accruals to cover their absence request. Request for approved dock status must occur before the associated absence, as far in advance of the absence as possible.
  - For example: an employee is planning a 2 week vacation before their children return to school for the year and they have sufficient vacation credits for 9 of the 10 work days, and 16 hours of sick leave. They should request 8 hrs of approved Dock time when submitting the vacation request (in advance, as described in their respective Collective Bargaining Agreement) because sick leave is not eligible to be used for this purpose.
- Dock status may also be approved if the absence is appropriately designated as approved CSU Family Medical Leave, Pregnancy Disability Leave, or other unpaid job-protected leave through Human Resources.

- In the event that an employee's approved dock status crosses over pay periods, the employee is responsible to notify their appropriate administrator to enter the correct leave in accordance with FSS002-191004.

Approved Dock Status will not result in disciplinary action.

### **Unapproved Dock Status**

- Unapproved dock status occurs when an employee is absent from work without sufficient leave accruals to cover their absence and has not received prior approval from their Manager and Associate Vice President.
- An employee can access sick leave for absences as described in the appropriate Collective Bargaining Agreement, which includes instances not needing pre-approval; vacation and CTO should have pre-approval. If an employee does not have enough leave credits to cover their unscheduled absence(s), then they will go into unapproved dock status.
  - For example:
    - an employee calls in at 6:45am for a 7am shift and indicates they are too ill to report to work. The employee has no sick leave, but does have 7 hour of CTO available (could also be vacation), so they would use the CTO and be in Dock status for 1 hour, unapproved, since it was not pre-approved.
    - an employee calls their immediate supervisor at 6pm the day before a 7am shift for the following day and informs the supervisor they will not be at work to attend to some personal issues. The employee has 4 hours of sick leave, but it is not usable for this type of absence, so they would be in Dock status for 8 hours, again, unapproved, since notification happened outside of business hours and it was not reviewed by both the approving entities (see Approved Dock Status section above).

Unscheduled/Unapproved dock status absence occurrences will continue to be addressed through the employee performance evaluation process (e.g. CSUEU evaluation Section A, 2. Attendance, Teamsters evaluation Section A, 2. Attendance, etc.) as well as progressive discipline dependent on the circumstances.

The above steps may be modified depending on the status of the employee (e.g., temporary, probationary, permanent).

This procedural guideline is effective immediately.

### **REFERENCES**

- Standard Operating Procedure FSS002-191004 Leave Requests & Absence Reporting
- Current Collective Bargaining Agreement, Unit 6 (Teamsters)
- Current Collective Bargaining Agreement, Units 2, 5, 7, & 9 (CSUEU)

- Standard Operating Procedure FSS014 Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System