




State of Louisiana

DEPARTMENT OF NATURAL RESOURCES

OFFICE OF COASTAL RESTORATION AND MANAGEMENT MEMORANDUM

TO: SUSAN HILL

FROM: DIANE SMITH 

DATE: MAY 23, 2008

RE: ATTENDANCE / CALL-INS

Over the first few weeks of this month, you have been absent a considerable amount of time. Last week, confusion arose regarding your absence from work since Karim was also off. To be certain that problems do not again arise, let me reiterate to you the required call-in procedure.

Per DNR Human Resources Policy #8, if an employee is running late for work or needs part or all of the day off, and has not previously secured authorized leave in advance, she has responsibility for calling her immediate supervisor within one-half hour of the scheduled reporting time. Within CRD, we have been using the additional procedures which require that the employee, if unable to actually speak with her supervisor during the initial call-in, leave a voice mail for her supervisor indicating the type of leave needed (annual, compensatory or sick) and the expected duration of the absence (an hour, all day, etc.). Additionally, the employee is required to call the next person in her chain of command until she actually speaks to a supervisor. Finally, the employee is also required to continue trying to reach her supervisor, until successful, so that direct contact can be made to discuss the employee's need for leave, the duration thereof, and any impact upon the employee's projects or duty assignments caused by the absence.

An added step, which is not mandatory, yet recommended, is for the employee to actually speak with a co-worker within her section:

- To advise the co-worker of her inability to report for duty;
- To advise that a voice mail was left for the immediate supervisor; and
- To request that an e-mail be sent to the immediate supervisor regarding her absence from duty.

I trust that the foregoing makes clear to you the expected call-in procedure. Given our flexible work hours, difficulties can occur in apprising a direct line supervisor of an intended absence. This call-in procedure is necessary to insure that leave is properly coded. This procedure also insures a minimal impact by the absence on the section's operation.