

SEIU-UHW Leadership Administration Advisory Committee

Absence Policy and Procedure Recommendations

Background:

The SEIU-UHW Constitution and Bylaws Article XI Section D(3) reads:

“In the event that any member of the Executive Board is absent, without an excuse approved by the Executive Board, for three (3) consecutive regular meetings, that member’s seat shall be declared vacant.”

Issues:

- What is the procedure for reporting absences?
- How are Executive Board meeting absences marked excused or unexcused?
- How do we administer and enforce this section of the Bylaws fairly and consistently?

Rationale:

The Executive Board is the highest leadership body of UHW. Consistent attendance at Executive Board meetings is extremely important and a serious responsibility. UHW has a special interest in encouraging attendance.

We need a union-wide policy that is clear and given to all Executive Board members.

We recognize that life occasionally delivers legitimate reasons that make it impossible or unfeasible to attend meetings, and the policy should allow these absences to be excused.

Executive Board Members should be held to a consistent, high standard for participation.

Procedures:

Executive Board Members are responsible for reporting their own absences and the reasons for the absences.

Executive Board Members are encouraged to give as much advance notice as possible when they will be unable to attend upcoming meetings or need to leave early or arrive late and miss a significant portion of a meeting.

This policy and procedure applies both when members miss full meetings and partial meetings. Members receive advance notice of meeting dates and times, and attendance at the full session is expected.

Members who will miss or have missed either an entire meeting OR a significant portion of a meeting must report this and give a reason.

How to Report an Absence:

Members can report absences in three ways. Members choose ONE way from this list:

1. Send an email to eboard@seiu-uhw.org
2. Contact the UHW Administrative Assistant for their Division/Area.
3. Contact their UHW Organizer/ Representative.

The report should include the Executive Board Member's name, division, date of meeting to be missed, and a brief description of the reason for the absence.

Notes:

- a. UHW should explore an online submission option.
- b. Staff will forward absences reported to them to the eboard@seiu-uhw.org address so that all absence reports are recorded in one place.
- c. The LAAC recommends that attendance be taken at all regular Executive Board sessions, preferably using scanners to read membership cards.

Guidelines for Excused/Unexcused Absences:

An absence from a regular Executive Board/Executive Committee meeting is excused if:

- a. It is reported in a timely fashion (no later than 5 days after the start of a meeting), and;
- b. It can reasonably be considered excused based on common sense, compassion, and good judgment, and guided by the principle that Executive Board members have made a commitment to attend meetings are responsible to fulfill that commitment.

Excused absences may include but are not limited to illness-related absences, significant family events and circumstances, pre-planned events that cannot easily be changed, and employment conflicts that cannot easily be resolved.

If an absence is not reported by within 5 days after a meeting starts, it is automatically unexcused.

“No call-no show” absences are automatically unexcused.

Division Directors or their designees will use these guidelines to decide if absences from Executive Board Members in their divisions will be excused or unexcused.

Members shall be notified of unexcused absences and shall have the right to appeal decisions to the LAAC within seven (7) working days of notification.

The Leadership Administration Advisory Committee shall review attendance reports by division, including absences and reasons for absences, quarterly and at any time upon request and can ask for more information from Executive Board members and UHW staff if necessary. The LAAC shall report to the Officers and/or Executive Board.

The SEIU-UHW Leadership Administration Advisory Committee

Members: Amy Thibault (Homecare) ; Beverley Thomas (Homecare); Nathaniel Stewart (Nursing Homes); Banji Oyemi (Nursing Homes); Virginia Bolanos (Kaiser); Tinesha Thomas (Kaiser); Debbie Nickell (Hospitals); Karen Cain (Hospitals)

A User's Guide to the UHW Executive Board Attendance Policy

Rationale:

The Executive Board is the highest leadership body of SEIU-UHW. Consistent attendance at Executive Board meetings is extremely important and a serious responsibility.

We recognize that life occasionally delivers legitimate reasons that make it impossible or unfeasible to attend meetings, and the policy should allow these absences to be excused.

Executive Board Members should be held to a consistent, high standard for participation.

Procedures:

Executive Board Members are responsible for reporting their own absences and the reasons for the absences.

Executive Board Members are encouraged to give as much advance notice of absences as possible.

This policy and procedure applies both when members miss full meetings AND partial meetings. Members receive advance notice of meeting dates and times, and attendance at full sessions is expected.

If you will miss either an entire meeting OR a significant portion of a meeting because you need to arrive late or leave early, you must report this and give a reason.

Questions	Answers
How do I report an absence?	Choose ONE: 1. Send an email to eboard@seiu-uhw.org 2. Contact the UHW Administrative Assistant for your Division/Area. 3. Contact your UHW Organizer/Representative. *The report should include your name, division, date of meeting to be missed and the reason for the absence.
What is considered an <u>Excused</u> Absence?	1. An absence that is reported in a timely fashion (must be reported no later than 5 days after a meeting starts). 2. Acceptable reasons for excused absences may include but are not limited to: illness, significant family events/circumstances, pre-planned events that cannot easily be changed and work conflicts that cannot easily be resolved.
What is considered an <u>Unexcused</u> absence?	1. "No show-no call" absences are unexcused. 2. Absences not reported within 5 days after a meeting starts are unexcused. 3. Absences without legitimate excuses are unexcused. *Exceptions to these rules may be made on a case-by-case basis.
How do I appeal a decision about an absence if I disagree?	You have seven (7) working days after notification to file an appeal. To file an appeal, choose ONE: 1. Send an email to eboard@seiu-uhw.org 2. Contact the UHW Administrative Assistant for your Division/Area. 3. Contact your UHW Organizer/Representative. *The report should include name, division, date of absence, and reasons for appeal. *Appeals are heard by the Leadership Administration Advisory Committee at the next regular E-Board meeting or by conference call. Members who submit appeals will be notified of a time to appear before the LAAC.
How am I notified if my absence is unexcused?	1. You will be notified via email or regular mail if email is not available. 2. After two (2) consecutive absences, if at least one of the two is unexcused, Executive Board Members will receive a written reminder that a third consecutive, unexcused absence triggers a declaration of vacancy. Appropriate divisional staff will also be notified. 3. <i>When a member has three (3) consecutive unexcused absences, notification shall be sent to member and appropriate staff that the seat shall be declared vacant.</i>