

CHAPTER 25
ABSENCE WITHOUT PAY (DOCK)
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CHAPTER 25

ABSENCE WITHOUT PAY (DOCK)

1. ABSENCE WITHOUT PAY (DOCK).

a. All Employees-Except Excluded in Work Week Groups E or SE. When an employee who has no accumulation of leave or overtime credits, is off duty on a scheduled day of work, the absence is without pay. An employee may also be considered absent without pay, at the discretion of the commander, if the absence is not considered as an appropriate charge against accumulated leave or overtime credits. If the absence is due to tardiness in reporting for work, only the actual time absent during duty hours may be docked, except the minimum time the subject is to be docked is one-tenth of an hour. One-tenth of an hour is six minutes (.10 of an hour).

b. Excluded Employees in Work Week Groups E or SE. Excluded employees in Work Week Groups (WWGs) E or SE who are not compensated for overtime at one and one-half times their hourly salary rate shall not have their salary reduced (docked) for absences of less than an entire day. The regulation applies to all excluded employees assigned to WWGs E or SE. For additional policy information on employees assigned to WWGs E or SE, refer to Highway Patrol Manual (HPM), 10.3, Personnel Transactions Manual, Chapter 24, Overtime.

2. AUTHORIZATION FOR ABSENCE. In accordance with California Code of Regulation Section 599.785, commanders may authorize informal leave without pay or temporary leave for employees in their command. Informal leave is limited to 11 working days in a 22-day pay period, or 10 working days in a 21-day pay period, or 11 consecutive working days between pay periods. Paid absences shall not be granted to break the continuity of a leave of absence without pay. Temporary leave may be authorized for 30 calendar days or less. Authorization for an absence without pay totaling more than an informal leave and a temporary leave shall be requested in accordance with procedures for a regular leave of absence. (Refer to HPM 10.3, Chapter 8, Leave of Absence.)

3. DISAPPROVED SICK LEAVE REQUEST. If a request for sick leave is not approved, the employee's absence is without pay. (Refer to HPM 10.3, Chapter 21, Sick Leave and Bereavement Leave.)

4. ABSENCE WITHOUT LEAVE. When an employee is absent without official approval, the absence is reported as absence without leave (AWOL). The commander

must notify the employee in accordance with procedures in HPM 10.3, Chapter 9, Separations. An AWOL is not reported on an STD. 634, Absence and Additional Time Worked Report.

5. TEMPORARY DISABILITY ABSENCE WITHOUT PAY. Refer to HPM 10.3, Chapter 20, Injury/Medical Procedures and Benefits, for coverage of temporary disability absence without pay.

6. REPORTING ABSENCES WITHOUT PAY (DOCK).

a. Attendance Reports. Any absences without pay shall be included in the preliminary and final attendance reports submitted to Human Resources Section in accordance with HPM 10.3, Chapter 28, Attendance Reporting.

b. STD. 634, Absence and Additional Time Worked Report. An STD. 634 shall be prepared and submitted to cover absences without pay in accordance with HPM 10.3, Chapter 27, Absence Reporting.