

UNITED STATES POST OFFICE

DATE: February 21, 1991  
OUR REF: CED03:DGarza:sdp:50318-9401  
SUBJECT: Call-In Procedure  
TO: All Employees, Des Moines Post Office

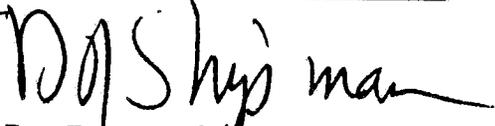
(This supersedes all previous instructions regarding call-in procedures and amends the procedure issued on December 9, 1991.)

All employees are expected to personally notify management when they are unable to report as scheduled unless they are physically unable to do so. Such notice should be provided within the hour immediately prior to the scheduled reporting time, or earlier. During the call-in the employee must notify management of the expected duration of the absence. The employee is to notify management if the absence extends beyond the expected duration.

In cases where the employee calls in claiming illness, normally the general nature of the illness is provided if requested by the supervisor. If the absence is in excess of three (3) days; or if the employee is on sick leave restriction; or if the supervisor requires it for the protection of the interests of the Postal Service, medical documentation must be submitted upon the employee's return to duty. Failure to comply with this requirement may result in a charge of absence without leave (AWOL).

In cases where an employee calls in claiming an emergency, the nature of the emergency must be provided to the supervisor at the time of the call-in. The supervisor will then determine whether or not the employee is excused and whether or not the employee is required to provide evidence verifying that an emergency did, in fact, exist. Failure to provide such evidence when requested may result in the absence being charged to AWOL. (An emergency is considered to be an unforeseen situation of a non-recurring nature which prevents an employee from reporting to work as scheduled.)

Being regular in attendance is very important to each individual employee, as well as the U.S. Postal Service as an organization. Maintaining regular attendance is also a fundamental requirement. Every employee is encouraged to make every effort to avoid unscheduled absences.

  
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