Monthly Meeting Topics Information Sheet
June 2016

Attendance
• The success of Facilities Services in fulfilling its mission is dependent upon regular and predictable attendance of employees and is essential to achieve and maintain smooth and efficient operations.
• Employees are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum.
• Employees who do not report to work as scheduled must notify their supervisor in accordance with departmental procedures. The central point of contact is the employee’s supervisor, unless the employee is formally notified of another central point of contact.
• Failure to maintain satisfactory attendance, repeated or excessive unscheduled and/or unauthorized absences, or failure to follow departmental procedures for reporting absences, may be subject to corrective action, up to and including dismissal.

FOR SUPERVISORS/MANAGERS:
• Consult with FS HR Specialist to address attendance concerns and/or problems.

Leave Policies
• All annual leave, comp time, and/or use of personal holiday, must be requested and approved in advance of the leave. Requests may be delayed or denied due to workload or unforeseen circumstances. Check with your supervisor regarding department leave request procedures and forms.
• All leave must be reported on your time card in AiM or the Professional Staff Leave Form.
• Leave designated as FMLA, must also be reported on the FMLA Leave Form or Professional Staff Leave Form.
• Leave forms can be found at: http://www.washington.edu/facilities/orgrel/payroll/forms
• Annual leave cannot be used during a probationary period. Any use of paid/unpaid leave (sick leave, leave without pay, personal holiday) during the probationary period will extend the six month period.
• During the probationary period, if leave is taken on a Friday the probationary period end date will be extended by 3 days, because the extension is for the total number of days off work, including weekends and holidays.
• Accrued annual leave over 240 hours must be used by the employee’s (classified staff) anniversary date or will be forfeited.
• Accrued compensatory time must be used by the end of May each year or will be paid out on the first paycheck in July. During the month of June employees are not able to accrue or use compensatory time in order for payroll to process payouts.
• Unscheduled use of sick leave must be reported each day before the beginning of the work shift to the immediate supervisor or other designated person in authority and in accordance with department call-in procedures. Time off for personal medical or dental appointments, scheduled surgeries, and/or when the need for leave due to illness is foreseeable are covered by sick leave but must be requested and approved in advance.
• If an employee calls in sick and does not have accrued sick leave available, unauthorized leave without pay will be substituted.
• Excessive unscheduled absences may be subject to disciplinary action, up to and including dismissal.

FOR SUPERVISORS/MANAGERS:
• You should only approve FMLA leave once you have been notified by FS HR of the employee’s eligibility.
• Discuss department leave procedures and expectations.

Eye Protection
• Thousands of people are blinded each year from work-related eye injuries that could have been prevented with the proper selection and use of eye protection. Eye injuries alone cost more than $300 million per year in the US in lost production time, medical expenses, and workers’ compensation.
Eye protection must be worn whenever necessary to protect against chemical, environmental, thermal, and/or mechanical irritants and hazards.

FOR SUPERVISORS/MANAGERS:
- Review eye protection basics, including kinds of eye protection (ex: safety glasses, goggles, face shields, etc.), where and how to obtain eye protection and first aid in case of eye injury. Be sure to review the locations of eye wash stations. More information can be found at: http://www.cdc.gov/niosh/topics/eye
- Informational videos are available from the EH&S Training Office.
- Assure the appropriate types of eye protection are available for your employees.

Hearing Conservation
- It is recommended that all employees wear earplugs or earmuffs whenever they are exposed to noisy environments both on and off the job.
- Hearing Protection is required for tasks where noise levels have been found to be above the Permissible Exposure Limit (PEL).

FOR SUPERVISORS/MANAGERS:
- You are responsible for ensuring employees use required hearing protection.
- You are responsible for ensuring your staff attends regulatory required Audiometric Hearing testing.

Laboratory Moving Out Checklist
- The Laboratory Moving Out Checklist should be posted on or near the door (or one door in the case of multiple entrances) in laboratories that have been vacated.
- If a laboratory has not been properly cleaned prior to FS employees working in the space, the supervisor or Project Manager/Building Coordinator should contact the requestor to ask that they contact the previous occupants/department to have the area cleaned. EH&S can provide assistance (methods for cleaning, site inspection, and names of qualified contractors for clean-up, if necessary) to the department responsible for the clean-up.

FOR SUPERVISORS/MANAGERS:
- If an employee raises a safety concern related to lab cleanliness, you must ensure that the worksite has been cleaned by the laboratory occupants prior to work being done.