

The following Immediate Change Notice (ICN) is made to AR 220, *Leave Policy*, dated March 26, 2010:

Add new V. Q. to read:

“Q. Call-in Procedures:

- a. Every employee is responsible for reporting to work at the appropriate work site or duty post ready to begin work at the scheduled time.
- b. If an employee is not able to report at the scheduled time, he/she is responsible for calling in prior to the beginning of the scheduled work period.
- c. Security personnel shall call-in not less than two (2) hours prior to their beginning duty time.
- d. Non-security personnel shall call-in not less than one (1) hour prior to their beginning duty time.
- e. Employees are expected to personally make the required notification.
- f. Only in cases of extreme illness and/or emergencies which can be supported by documentation will someone else call in for an employee.”

2. In reference to V. B. 8. d. Abuse of Sick Leave, change paragraph d to read:

- “d. Upon review of the employee produced documentation and the Warden’s/Division Director’s determination that there is an abuse of sick leave, the employee shall be:
1. Required to submit a doctor’s excuse for each subsequent call-in and/or request for use of sick leave for a period of not less than six (6) months. At the end of the six (6) month period, the Warden/Division Director shall either discontinue or extend the requirement for doctor’s excuses.
 2. Subject to corrective action, when applicable, in accordance with AR 208, Employee Standards of Conduct and Discipline.”

File this Immediate Change Notice at the back of the regulation after annotating both

the index and the regulation to indicate changes have been completed.
Advise all personnel in your organization of the changes to this regulation.

These changes will be incorporated into the forth coming AR 220, *Leave Policy*.