

## ATTENDANCE AND PUNCTUALITY

### POLICY:

The agency expects each employee to be responsible for his/her attendance record. Excellent attendance and punctuality is a requirement. Daily attendance is especially important for hourly employees whose coworkers and people supported have the expectation of consistent, on-time attendance. The principle of this attendance policy is that if you work, you will be paid. If you do not work, you will be paid only if you have an excused absence and use leave time.

### PRACTICE:

#### A. Non-Exempt Employees:

1. **EXCUSED ABSENCES.** If appropriately requested and meeting the definitions, the following absences are considered excused and accrued personal leave may be utilized where applicable. Requests for these absences should be submitted in writing in an appropriate leave request format to a team administrator. Supporting documentation may be required in order for some of these absences to be excused.
  - a) Personal leave. Requests should be submitted with as much notice as possible, but at least two (2) weeks prior to the date of the request;
  - b) Hospitalization. Requests for the hospitalization or surgery of the employee or family member (spouse, child, or parent).
  - c) Death of immediate family member. The death of an immediate family member (spouse, parent, child, or grandparent).
  - d) Unplanned leave. When circumstances require an absence from work (e.g., medical treatment for an employee or immediate family member, or other exigent events), with prior notice leave may be approved for up to three (3) occurrences per six-month period.
  - e) Investigative leave. When the employee is suspended pending the outcome of an investigation conducted by the agency or outside entity.
  - f) Family Medical Leave. As defined in this Employee Policy Manual (5-6 through 5-7).
  - g) Military Leave. As defined in this Employee Policy Manual (5-9).
  - h) Jury Duty/Witness Service. As defined in this Employee Policy Manual (5-10).

2. **UNEXCUSED ABSENCES.** Unexcused absences occur when an employee fails to work an assigned or agreed upon shift, is tardy, or leaves a work assignment before the end of the shift. Accrued leave may not be utilized. Unexcused absences will be monitored and categorized as follows:
- a) An absence from work with prior notice but without the two-week notice (excluding three occurrences as noted in 1. d above) – 1 point
  - b) An absence from work without notice (No call, no show) - 4 points
  - c) Tardy – ½ point
  - d) Leave work early without approval – 1 point
  - e) Requesting and taking work time off when the employee (who is eligible to accrue leave) does not have leave – 1 point
  - f) Corrective action for unexcused absences shall be as follows:
    - i) 1 point within six (6) months – manager discussion
    - ii) 2 points within six (6) months – verbal warning
    - iii) 3 points within six (6) months – written attendance warning
    - iv) 4 or more points within six (6) months – may result in suspension/termination

**B. Exempt Employees:**

1. Exempt employees are paid a weekly salary and are expected to work approximately 40 hours or more per week. When an exempt employee is absent from work for any reason (including, personal business, vacation, medical related, bereavement, holiday, etc.), personal leave time (if available) may be deducted for the absences of two hours or more. If an exempt employee works sometime during the week and personal leave time is not available, the employee will be paid for days off for sickness or disability but shall not be paid for days off for personal reasons.
2. Exempt employees shall generally have a set work schedule but it may vary according to the assignment and the work needs of the agency.
3. If an exempt employee is going to be late or absent from work, a director or designated manager should be called as soon as possible.
3. Requests for personal leave should be submitted in writing in an appropriate leave request format to the director or other designated manager.

### C. General:

1. The following procedures shall apply:
  - a) Tardiness occurs when a non-exempt employee fails to report to work within eight (8) minutes of the scheduled time and fails to notify a manager prior to reporting.
  - b) When an employee is absent from work and fails to notify a manager for three (3) consecutive working days, it is viewed as job abandonment and considered a resignation.
  - c) A non-exempt employee's request to leave work early may be considered by a program manager or scheduler. If an employee leaves work early without prior approval, it will be considered an unexcused absence.
  - d) In order to give "prior notice" of an absence, an employee must actually speak with a program manager, scheduler, or director. Leaving a voice or electronic message will not suffice for notice.
  - e) When giving "prior notice" of an absence, an employee should call as soon as possible, preferably two to four hours prior to the time that the employee is scheduled to begin work.
  - f) Even though an employee may appropriately submit a leave request, approval of the request will be contingent on being able to meet the staffing needs and work requirements of the agency and may not be approved in every case.
  - g) Up to three (3) consecutive days or shifts [two (2) days on a weekend] may count as a single occurrence when assigning points.
  - h) Occasionally an employee will exhibit a pattern of absenteeism, tardiness, or lateness that fails to meet the restrictions above but must be corrected. Managers will determine when action is warranted and take appropriate steps.
2. An employee cannot receive an excused absence if he/she does not have sufficient leave to cover the absence, unless the employee has the written approval from the Executive Director or Associate Executive Director.
3. When an employee receives an excused absence, all available personal leave must be utilized to cover that absence (i.e., leave may not be "saved" or "banked" for a future excused absence).
4. If an employee believes that the agency has made an improper deduction from leave time or from pay, the employee should contact the supervisor, the benefits coordinator, the associate executive director, or the executive director with the details. Any such complaint will be reviewed and, if warranted, the action may be corrected.