



## Attendance and Punctuality

The success of the program is dependent upon the regular attendance of our employees. When absences occur, it can place an extra burden upon your co-workers. It is an expectation that our staff arrive at their scheduled time ready for work each day. We understand that there may be times in which you are unable to fulfill this expectation due to illness or other unforeseen issues. We expect, however, that these occasions will not occur often.

When reporting absences, you will be expected to personally notify the designated on call staff by calling \_\_\_\_\_. It is the employee's responsibility to have the on call number saved in their contacts. If you do not reach the on call staff, you are required to continue contacting the number until you are able to speak to the on call staff directly. The only exception to not calling personally is if you are unable to make the call yourself due to disability, medical condition or hospitalization. Leaving a voice mail, email, social media message or text is not acceptable. Absences must be reported a minimum of two hours before the start of the scheduled shift.

If you are running late for the start of your shift, you are required to contact the on call staff phone to notify them of your anticipated arrival time. Anything past the scheduled time is considered late.

The following point system will be assigned for all unexpected/unplanned absences for scheduled shifts. Points will not be assigned to staff that have requested day(s) off and have received prior written approval from management. Points will not be assigned for absences related to FMLA, workers comp, jury duty or bereavement.

If you are absent, leave early, arrive late, or fail to report your absence, you will be assigned points. If you exceed the allowable points with the specified time frame, disciplinary action will be taken.

Length of Absence	Points
Work at least half of scheduled shift	2 points
Work less than half of scheduled shift	4 points
Absent full day	6 points
No call, no show for shift	48 points

If three months without an absence occur, you will receive a 3 point credit toward your points balance or your next occurrence. In addition, if staff opt to work additional shifts, they will be awarded a credit of two points per shift if they currently have an attendance points balance. Staff who arrange for their own coverage for a missed shift will only be assigned two points rather than six points.

Missing consecutive days for the same illness will result in a total of six points. Employees who miss three or more consecutive days will be required to provide a doctor's statement and release to return to work. Employees will not be allowed to return to work without these documents.

A no call, no show for two consecutive shifts will result in termination.

Disciplinary action will be taken in the following increments:

<b>Points</b>	<b>Disciplinary Action</b>
24 points	Coaching
36 points	First written warning
48 points	Final written warning
54 points	Discharge

Points will be kept on a rolling calendar. For example, if you are absent on 9/24/2023 and are assigned a total of six points for that absence, those points will drop off on 9/24/2024 or you may earn points back with three consecutive months of no unexcused absences.

Lastly, we understand that time may be needed off for a portion of one's shift for appointments. Employees are encouraged to make appointments during times that they are not scheduled for work whenever possible.

I have read, understand and will adhere to the attendance policy.

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**Signature**

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**Date**