

Adopted 9/85

Revised 12/94

4/04

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**Subject: PERSONNEL POLICY #7
ATTENDANCE AND PUNCTUALITY**

Choices In Community Living expects employees to arrive at their work sites as scheduled prepared to work.

Tardiness

The agency understands that tardiness is unavoidable from time to time and expects employees to notify their supervisors when they expect to arrive to work 15 minutes late or later.

Absence

The agency understands that absence from work is sometimes unavoidable. When these situations occur, the agency expects employees to notify their supervisors, **with as much notice as possible**. However, employees must give *at least* a two hours notice prior to their scheduled work time, each day that they expect to be absent, unless their supervisors gave prior consent in response to a physician's recommendation. Employees who do not notify their supervisors of their absence in advance, except in emergency situations, or who notify their co-workers or administrative staff prior to or **instead** of notifying their supervisors are not entitled to use any form of paid time off to cover the absence as the agency considers failure to notify supervisors as unapproved absences. If, for any reason, employees' supervisors are not available, the agency expects employees to notify the program director or employee in charge.

The agency requires employees who miss three consecutive workdays (three scheduled workdays) to provide a physician's release to return to work that identifies an employee's capacity to work with or without restrictions. The agency will consider restrictions against the essential functions of employees' regular positions and accommodate them whenever possible and feasible.

Unapproved absences

Employees who do not notify their supervisors of their absence in advance, except in emergency situations, or who notify their co-workers or administrative staff prior to or **instead** of notifying their supervisors ***are not entitled to use any form of paid time off to cover the absence as the agency considers failure to notify supervisors as an unapproved absence.***

Likewise, an employee, who calls off without 'paid time off' available will have their time away from work considered as unapproved.

Unapproved absences will result in disciplinary action up to and including termination.

Leaving Work

Employees are scheduled for their shifts based upon the needs of the agency and our clients. For that reason, employees must notify their supervisor, if and when, there is a need to leave a work-site for personal reasons (run errands, doctors appt, etc). Requests to leave work during an employee's shift must be approved by their administrator.

Any employee that leaves a work-site during their assigned shift without notification or approval from their supervisor will be treated as abandoning his or her job. Job abandonment is grounds for immediate dismissal from the agency.

Supervisor Responsibility

The agency holds supervisors responsible for tracking tardiness and absences, both approved and unapproved, and responding to trends with progressive disciplinary action.

Disciplinary Action

The agency will take progressive disciplinary action up to and including termination in response to the following:

- Excessive and/or regular tardiness
- Excessive and/or regular absence
- Unapproved absence
- Job abandonment

Termination

The agency will consider employees' who are absent one day without notifying their immediate supervisor by the time their shift is scheduled to end as voluntarily termination their employment. Two occurrences of unapproved absences within a six-month period will result in termination.

Failure to comply with this policy will result in disciplinary action including and up to termination.