

Attendance Policy

Punctual and regular attendance is an essential responsibility of each employee at Randall Residence. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Randall Residence has positions in which employees work a scheduled shift and are relieved by another staff member so that continuity of care or service is not impacted. There are also employees who work schedules that may vary in meeting the needs of the department or the employees they serve. For those positions that require greater flexibility, scheduling expectations should be agreed upon in advance to insure people understand accountabilities. Needs of the business will to be taken into consideration.

****Executive Directors always have the discretion to modify schedules as the needs of the business change.**

Absent

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedure. This can be for any reason such as employee illness, family illness, transportation problems, etc., or no reason at all. If an employee is unable to report for work, they must notify their manager or supervisor immediately. Even with notification, the absence will be counted as an occurrence. A sickness verified by a physician for more than one (1) day constitutes a single absence.

****Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g. leave of absence, bereavement, jury duty)**

Tardy

An employee is deemed to be tardy when he/she:

1. Arrives to work past his/her scheduled start time, employees may be replaced for the full shift at the discretion of his/her supervisor.

2. Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
3. Takes an extended meal or break period without approval

**Severe weather conditions and similar unforeseen emergencies do not relieve employees of the basic responsibility to make every reasonable effort to report to work. Failure to report to work on time due to these conditions will be considered an absence or tardy, unless employees have made acceptable arrangements with their supervisor.*

Call Off Procedure

A designated Supervisor or Manager must be called directly in order to report an unscheduled absence or tardy.

Employees must report an unscheduled absence two (2) hours before their shift.

Employees must report a tardy as soon as possible.

***If you have an open FMLA case, you must indicate whether or not the absence is related to your FMLA case or not. If no indication is made, the absence will be noted as unscheduled.*

Occurrence

An occurrence is documented as an absence, tardy or missed time clock in/out. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12 month period. All absences/tardiness should be recorded in the time keeping system.

Attendance Occurrence Chart

Absences	Occurrence
Call off prior to start of shift	1
Call off prior to start of shift on a Holiday	1.5
Call off more than one (1) one hour after start of shift, or no notification of absence is considered a No Call/No Show (NC/NS)	3.5
Tardiness & Early Departures	
Unapproved tardy, early departure, or failure to return from scheduled breaks on time	.5

Attendance Coaching Process

Supervisors should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of PTO, they should discuss this concern with the employee.

Employees receiving coaching under this policy are expected to improve their attendance and punctuality. Failure to improve and sustain improvement may result in the employee's receiving additional coaching, up to and including termination.

Below are the steps that will be used as it relates to absenteeism and tardiness for non-exempt employees. Seven occurrences of unexcused absence in a 12-month period are considered grounds for termination.

	Regular Full-Time (30-40 hours a week)	Part-Time (less than 30 hours a week)	PRN
Action To Be Taken	Occurrences	Occurrences	Occurrences
Record of Verbal Coaching	2	1	1
Formal Written Coaching Session	3	3	2
Final Coaching Session	6	4	-
Termination	7 or more	5 or more	3 or more

*Introductory period is defined as "the first 90 days of employment." Two occurrences within the introductory period of employment may result in termination unless extended through approval of the Executive Director.

Job Abandonment

Any employee who fails to report to work for a period of two days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Any employee who "walks off" is also considered to have abandoned the job and voluntarily terminated the employment relationship.