

		<b>Policy Number:</b>  ER-004
<b>Subject:</b>	ATTENDANCE	
<b>Section:</b>	EMPLOYEE RELATIONS	
<b>Effective Date:</b> 11/15/10	<b>Review Date:</b> 04/02/2015	
	<b>Revised Date:</b>	
<input type="checkbox"/> <b>New Policy</b>	<input type="checkbox"/> <b>Supersedes Policy Dated:</b>	
<b>Issued by:</b> HR Administrator	<b>Concurred with and Approved by:</b> Jim Burns, Director    Initial: _____	
<b>Cross Reference:</b>		
<b>Distribution:</b>	All employees of Family Focus	

**PURPOSE:**

In order to provide quality care to Family Focus clients, frequent, unscheduled employee absenteeism and /or tardiness must be avoided. Absenteeism is defined as being unavailable to supervisors & clients. Whenever employees are to be absent from duty when scheduled to work, notification as far as possible in advance of the time they are scheduled to report for work is required. The departmental procedure for reporting absences from work for any reason is that staff shall send an email to [calloff@familyfocusinc.net](mailto:calloff@familyfocusinc.net) before 7:30 a.m. Or those without internet access can call 1-219-462-9200 and leave a message on extension 410 also before 7:30 a.m. Staff must specify if their call off is due to FMLA, weather, bereavement or illness. If they do not specify the reason for the call off it will be counted as an unexcused absence or call off.

**GENERAL INFORMATION:**

An incidence of absence is defined as the period of time the staff member is not at work whether it is a portion of a workday or several days. Absences without 24-hour notice are considered unexcused. (If two absences occur within seven calendar days and they are found to be related the incident may be considered as one absence) Employees will be considered out of compliance with this policy when four unexcused absences/tardy's occur within a six (6) month period, the Performance Improvement Process will be initiated (ER-006). Tardiness is defined as reporting to your work area, scheduled meetings, and/or returning from breaks or meals fifteen minutes or more after the scheduled return time. Tardiness in excess of two hours will be considered an unscheduled/unexcused absence.

Employees may use vacation time or sick time for scheduled or unscheduled absences from work such as vacation, short termed illnesses, low census hours, and bereavement for regularly scheduled 76 hours or more per pay period (38 hrs per week). Employees must have supervisor approval before using vacation, sick, bereavement, or low census hours. Employees using FMLA must use vacation time for scheduled or unscheduled absences if available before using sick time.

A scheduled/excused absence is defined as one of the following:

1. Unscheduled time used when an employee is off ill with potential communicable disease/infection as diagnosed by employee's attending physician. Time off for such an absence will require a return to work slip from the employee's attending physician indicating the employee is no longer contagious.
2. Absences due to work related injury.
3. Absences due to medical emergencies with the approval of a manager or supervisor.
4. Scheduled or unscheduled time used under FMLA (Employees who are medically certified for an intermittent or continuous medical leave under the FMLA guidelines) (refer to Policy ER051).
5. Absences due to hazardous weather conditions.

An unscheduled and/or unexcused absence is defined as:

1. Failure to report, return or remain at work for a scheduled work period without notification.
2. Absences without 24 -hour notice to the appropriate supervisor (except in emergency situations or situations as outlined above.)
3. Absences from mandatory meetings or supervisions without approval from a manager or supervisor.
4. Use of unscheduled vacation time except in situations as outlined above.
5. Unavailable for emails, or text messages.

Failure to report to work or notify employer of inability to work over a period of three consecutive days shall be basis for automatic termination of the employee except in cases of emergency hospitalization.

Each absence should be reported to the HR Administrator to be recorded on an absence calendar. At year-end, this form should become part of the employee's permanent record.

**PROCEDURE:**

**TRIAL WORKING PERIOD**

Unscheduled incident of absence or tardiness during the first 90 days of employment.

- 1) First incident – documented on a Performance Improvement Conference Note and discussed with employee.
- 2) Second incident – extension of trial working period, suspension or termination.

**GUIDELINES FOR UNSCHEDULED ABSENCE OR TARDINESS FOR REGULAR EMPLOYEES DURING A 6 MONTH TIME PERIOD.**

1. Four non-consecutive incidents in a four month period – (absence or tardy) will initiate a Step 1 written warning in the performance improvement process.
2. Continuing absences within the next six month period will be a continuation of the performance improvement process up to and including termination.

**PATTERNS OF ABSENTEEISM AND/OR CHRONIC ABSENTEEISM**

When a pattern of absenteeism (for example: timing of absences before or after scheduled days off) or chronic absenteeism has been noticed by the supervisor/manager, the issue should be addressed in a private discussion with the employee. If the pattern continues, the employee will provide a written plan for improvement and further patterns of absenteeism will result in initiation of the employee performance improvement process.

If continuing occurrences of absence or tardiness are due to health reason, the employee may be required to provide evidence from a physician that they are under appropriate medical supervision and/or that a given occasion of absence was, in fact, due to illness.