

Written: 02/15/2017	Policy	Attendance Policy
Approved: 03/23/2017		Dept.: All
Reviewed/Revised: 02/15/2017		Written: Logan Brown

**Policy:**

Punctual and regular attendance is an essential responsibility of each employee at Area Agency on Aging. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the company. The purpose of this policy is to promote the efficient operation of the company and minimize unscheduled absences.

**Procedure:**

A comprehensive employee attendance program can play a strategic role in keeping employees at work and reducing both health care and workers' compensation costs, thereby increasing a company's productivity and overall business performance. This procedure will be used to facilitate unexcused absences and/or tardiness in each department. Supervisors must use the attached employee Attendance/Tardy Form to document all unexcused absences and/or tardy occurrences.

**Attendance Guidelines:**

Employees are expected to report to work as scheduled, on time and prepared to start work. 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. Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated his or her employment relationship.

When an employee has an unscheduled absence from work, they must notify their supervisor. Employees are responsible for calling their supervisor within one hour of their starting time. It is the employee's responsibility to speak to their supervisor personally. If the supervisor is not available, a voicemail message must be left. It is the Supervisor's responsibility to track and record all absences and tardiness.

Prescheduled times away from work using accrued vacation, holiday, flex or PTO (where available) days are not considered occurrences for the purpose of this policy.

An absence occurs when an employee misses more than three hours of work within a normal workday. An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.

A tardy arrival, early departure or other shift interruption is considered a one-half occurrence. On occasion and with prior approval of the supervisor, an employee who is tardy may adjust that day's schedule to work an equivalent amount of time at the end of the shift, and a one-half occurrence will not be counted.

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An employee is considered late if he or she reports to work more than fifteen minutes after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his or her shift.

Occurrences will be counted as noted above if an employee is scheduled to work overtime and either fails to report to work or reports after the scheduled start time.

Disciplinary action may result for employees who are repeatedly absent and/or late to work.

**Disciplinary Action:**

No disciplinary actions will be taken without the direct involvement of the human resource (HR) department as counsel to management. All warnings will be delivered by the direct supervisor, manager, or HR as circumstances require. Although occurrences will roll off an employee’s record after twelve months, habitual offenders (those who have established a pattern of absences, such as consistently having six or more occurrences in any given twelve-month period or routinely calling off on Mondays or Fridays) may trigger step discipline even though twelve-month old infractions have fallen off, if he or she continues to incur occurrences. Management reserves the right to amend or discontinue this policy at any time without notice. Absences and tardiness or early departure will be counted together but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departures are each one-half an occurrence. Occurrences are counted in a rolling twelve-month period. Occurrences expire twelve months from the date of the incident. All supervisors are required to follow the below steps when taking disciplinary actions.

**Step One**

Four occurrences (absences and tardiness combined) in any twelve-month period will be the basis for a written verbal warning. The purpose of the written verbal warning is to make the employee aware that he or she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The written verbal warning will be filed in the employee’s personnel file.

**Step Two**

Five occurrences (absences and tardiness combined) in any twelve-month period will be the basis for a written warning. Any additional unscheduled absences or tardiness in the same twelve-month period is cause for a written warning with documentation in the employee’s file. The written warning, delivered by the employee’s direct supervisor, serves to notify the employee that he or she is in violation of this company policy and that additional occurrences will result in further disciplinary action.

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**Step Three**

Six occurrences (absences and tardiness combined) in any twelve-month period is cause for a final written warning. This is considered the final step in the disciplinary process regarding attendance and punctuality.

**Step Four**

A seventh additional unscheduled absence or tardy to the above steps in the same twelve-month period is cause for termination of employment.

**No- Call/No Show**

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens and emotional upset. The first instance of a no-call/no-show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no-call/no-show lasting three days is considered voluntary termination and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no-call/no-show occurs, the disciplinary process may be accelerated to the final step. Management may consider extenuating circumstances when determining discipline for a no-call/no-show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.