

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO: 3.4

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SUBJECT: ATTENDANCE AND TARDINESS

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ORIG. ISSUED: 10-01-93 EFFECTIVE DATE: 04-06-08

REV EFF. DATES: 4-01-98; 2-18-01; 4-25-04; 3-19-08; 4-06-08; 4-01-12-01-11, 02/01/2014, 2/26/14

PURPOSE: To outline the organizations policy on attendance and tardiness including what the expectations are of employees in regard to their adherence to their work schedule.

DEFINITION: For purposes of this policy the following definitions will apply.

- An absence from work is either scheduled or unscheduled.
 - A. A scheduled absence is one that has been requested in advance and approved by the appropriate supervisor.
 - B. An unscheduled absence is defined as one (1) or more consecutive, unscheduled days away from work that is not due to any event protected by employment law including but not limited to disability, workers compensation, personal leave, bereavement leave, military leave, family leave, or jury duty.

Tardiness is the failure of an employee to be present, ready to work, at the start time of their scheduled shift.

PROCEDURE:

Attendance Expectations: Employees are expected to work their scheduled days on a regular basis. Requests for personal time or vacation time must be submitted in advance and are subject to the supervisor's approval. See policy no. 3.8.2 (Requesting time Off/Switching Schedules). Switching shifts will be limited to 4 switch requests per employee per month. All requests off will be due by the 1st of the month prior to the month in which the request off will occur. This will help to get the schedule out earlier and to have more time to look for coverage. Approval of these types of requests are considered scheduled absences. There may be times when an employee will be absent but unable to give notice because the situation is out of their control. These are unscheduled absences. Although Marklund realizes that unscheduled absences may happen, it is the employee's responsibility to insure these absences are minimized. Attendance will be based on a point system during the fiscal calendar year (July 1st – June 30th). All employees on Disciplinary Action will start off with 1 point; employees not on Disciplinary Action will start off with 0 points for the first complete year of this policy (July 1, 2014 June 30, 2015) Unscheduled absences which occur between February 1, 2014 and June 30, 2014 will be recorded and point values associated with developmental action will be prorated by .5.

Calling In: Direct Care employees are expected to call in at least four (4) hours before the beginning of their shift. Direct Care employees must speak with a nurse to report why they are calling off. If a nurse in their assigned home is not available they must speak to another nurse on

campus. Their supervisor will counsel employees that repeatedly abuse this guideline and further developmental action may occur.

Employees that work at multiple sites must call in to each site they were to report to that day. Employees that work breakfast club at a particular site and finish their day at an educational site may be able to still work at the educational site when they have called in at the breakfast club site. This is at the supervisor's discretion and individuals that abuse this guideline will be counseled. If the supervisor does allow you to work where the employee finishes their shift, the call in for the breakfast club is still counted as an absence.

All other employees should follow call in guidelines set up by the supervisor of the department.

Employees that need to be off work for illness or an unexpected emergency must call in on a daily basis to their supervisor(s), unless they have a note from their doctor on day one that indicates how many days they must be off, and that note is faxed on day one to their supervisor and the Human Resources Department. Employees on an approved FMLA or bereavement do not need to call in daily. See respective policies. Absences due to illness to self that lasts for more than one day in a row will count as one incident. On the third day a doctors note is required. It is the employee's responsibility to submit a doctors note to their supervisor. Failure to do so will result in each absence being counted as a separate occurrence. Absences due to other reasons that last for more than one day will have each day counted separately as an occurrence. Depending on the position some employees will have the opportunity to find a replacement which will minimize the amount of points earned.

With or Without Replacement	Number of Points Received
Call off without replacement	1 point
Call off with replacement found	½ point

PICK UP SHIFTS:

Employees that pick up shifts on other shifts than their own or at other facilities are responsible for keeping their commitment. Their home department supervisor will be notified if they do not work the scheduled pick up day and it will count as an unscheduled absence. The supervisor at the site where the absence occurred is responsible for speaking with the employee and initiating developmental action when necessary. That supervisor is also responsible for notifying the employee's home department of the situation and for forwarding a copy of the developmental action. Employees may be prohibited from picking up additional shifts for a period of time if a pattern of call-offs occurs. Points may be earned back for picking up hard to fill spots.

MISCELLANEOUS GUIDELINES:

An employee that is absent from work for two (2) consecutive scheduled workdays without notifying his or her supervisor may be terminated for job abandonment.

If an employee comes to work and requests to go home for any reason it will be counted as an absence. How long the employee works before leaving determines the number of points received.

Number of Hours Worked	Number of Points Received
0-2 hours worked	1 point
2-4 hours worked	$\frac{3}{4}$ point
4-6 hours worked	$\frac{1}{2}$ point
6-7.75 hours worked	$\frac{1}{4}$ point

The following guidelines outline how many absences/tardies may be allowed in a twelve-month period. Supervisors have the discretion to skip a step of developmental action if their situation is serious. At the end of the 12 month period, any employee with 2 points or less will receive an incentive.

Points and assignment of Developmental Action

Points earned within 12 calendar months	Developmental Action
4 points	Verbal Warning
5 points	1 st Written Warning
6 points	2 nd Written Warning/possible suspension
7 points	Termination

SCHEDULED ABSENCES FOR 3-DAY STAFF: employees in this program will be allowed the equivalency of one week off (for vacation) to be requested in advance. This time is unpaid. This time off does not roll over from one year to another. If not used in 12 months (July 1st – June 30th), you start over with one week.

EXAMPLES FOR POINT ASSIGNMENT:

- If an employee calls off for half of a double (eight hours), they will receive $\frac{1}{2}$ point.
- If an employee leaves early for an illness one day and still absent for the same illness the next day, you will receive one point. It will be reduced to $\frac{1}{2}$ point if you find replacement for the whole shift.

EXCEPTIONS: An employee that is absent from work for two (2) consecutive scheduled workdays without notifying his or her supervisor may be terminated for job abandonment. A probationary employee that is absent from work for one (1) workday without notifying his/her supervisor may be terminated for job abandonment. A probationary employee is one who is in their first ninety (90) days of employment. Please refer to policy no. 3.2.3 (90 Day Probationary Period).

TARDINESS: Employees are expected to be at their designated workstation prepared to begin work at the time their shift begins. All employees are made aware at the time of hire and again during the orientation period what time their shift begins and ends. The time reflected on the Facility's "time-clock" where all employees are to punch in is the clock that reflects the time of day Marklund will judge tardiness on. If an employee is not at their workstation at the time their shift begins, they are considered tardy. Although there may be occasions when

circumstances beyond an employees control cause them to be late to work, any pattern of being late may result in developmental action up to and including possible termination.

If thirty (30) minutes of a scheduled shift has passed and the employee has not arrived for work or contacted the appropriate supervisor the facility may seek a replacement worker for that shift. Should the employee call or arrive to the facility after thirty (30) minutes they may be sent home and the missed shift would be considered an unscheduled absence.

Addendum on 3 Day Schedule

- 1) Under this schedule an employee will actually be working a total of thirty four (34) or thirty six (36) hours per week depending on the position. An employee that reports to work on time and works the entire scheduled thirty four (34) or thirty six (36) hours will receive forty (40) hours of pay. Should the employee fail to work their scheduled hours per week because of absences, tardiness or leaving early the employee will not be paid for forty (40) hours that week. The employee will only be paid for actual hours worked that week.
- 2) Overtime will be paid for hours worked over forty (40) for individuals participating in the three (3) day work week schedule. For example, an employee in the three (3) day work schedule who has worked their assigned hours and picks up an additional eight (8) hour shift that week will be paid \$13.00 per hour up to forty hours and \$19.50 per hour for the remainder of the shift.
- 3) Employees participating in this program will continue to receive six (6) paid holidays per year, which are Thanksgiving, Christmas and New Year's Day, Memorial Day, Fourth of July and Labor Day. If the employee's normally scheduled day falls on one of these holidays or the eve of one of these holidays the employee is expected to work that day.
- 4) Scheduled days off will be approved on a first come first serve basis. Given that the weekend shift for this schedule is a sixteen (16) hour shift no more than two (2) people participating in this special schedule will be granted permission to have a given weekend off.
- 5) ESB will continue to accrue at the normal rate. Current employees who are switching to this special schedule will receive cash out of their current PTO balance when they convert to this new schedule.
- 6) The rate of pay for this schedule will be \$13.00 per hour.
- 7) All employees participating in the three (3) day work week schedule must attend one all-staff per month (either DT or 16-bed). All 6-3 staff is required to attend the DT in-service days.
- 8) All other absences (excluding workers compensation, bereavement, FMLA or Jury Duty) will be subject to the general attendance policy.

SIGNATURE PAGE

I have read and understand the guidelines listed above that pertain to GP: 3.4 Attendance and Tardiness and I accept those guidelines.

Signature of Employee

Date

Printed Name

I have read and understand the guidelines listed above that pertain to the three (3) day work week schedule and I accept those guidelines.

Signature of Employee

Date

Printed Name