

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO: 3.4 **PAGE 1 OF 5**

SUBJECT: ATTENDANCE AND TARDINESS

DEPARTMENTS AFFECTED: ALL **APPROVED BY:** Ldrship

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; 12-6-15; 11/8/2017; 8-12-2018 1-13-2019. 02-10-2021

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 can be scheduled, unscheduled or excused.

- 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 day(s) away from work that is not due to any event protected by employment law (including but not limited to disability, worker's compensation, personal leave, bereavement leave, military leave, family leave, or jury duty).
- C. An excused absence is one that is a result of illness to self or a dependent child which requires the employee to be absent from work to provide care to the dependent or to themselves.

In order for an absence in this category to be classified as excused, the employee must present a note from a medical facility; i.e., urgent care, doctor's office, ER, clinic. This list is not all inclusive. The note must indicate the employee or dependent was ill and could not work. The number of days the employee should be off work must be included

IMPORTANT:

This note must be turned in to the employee's supervisor the day they return to work in order for the absence to be classified as excused. Otherwise, the absence will be counted as unscheduled.

- D. Any excused absences will not be counted as an absence in the employee's record, nor will they be counted for developmental action. Only unscheduled absences will be counted towards the employee's record and developmental action.

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). All requests off will be due 30 days prior to the scheduled shift in which the request off will occur. 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. Unscheduled absences are exclusive of those that are a documented illness to self or dependent child.

Any absence(s) within a new employee's first 30 days may result immediate termination. Furthermore, any absence(s) within an employee's first 90 days of employment may result in the following action: first occurrence of an absence will result in a written warning. The second occurrence of an absence may result in immediate termination. Also, any infraction of any Marklund policies within an employee's first 90-day period may result in immediate termination.

Calling In: Direct Care employees are expected to call in at least four (4) hours before the beginning of their shift.

At MHC and 16 bed homes: Direct Care employees must call the Scheduler (or Nurse Manager On-call) to report why they are calling off. Their supervisor will counsel employees that repeatedly abuse this guideline and developmental action may occur.

At MPC: Direct Care employees must call the Scheduler's designated number to report why they are calling off. Their supervisor will counsel employees that repeatedly abuse this guideline and 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.

At MDS: School employees must speak with the Director of Education or Assistant Principal to report why they are calling off. Their supervisor will counsel employees that repeatedly abuse this guideline and developmental action may occur. 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 the employee to work where the employee finishes their shift, the call in for the breakfast club is still counted as an absence.

At MWC: Direct Care employees must speak with a nurse or the Lead PSP Coordinator to report why they are calling off. Their supervisor will counsel employees that repeatedly abuse this guideline and developmental action may occur. Employees that work at multiple sites must call in to each site they were to report to that day. Staff calling off may be questioned as to reason for call off and symptoms noted; this is for infection control.

Support Services and 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) or scheduler, 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. It is the employee's responsibility to submit a doctor's note to their supervisor. Failure to do so will result in the absence counted as unscheduled.

Absences due to other reasons that last for more than one day will have each day counted separately as an occurrence.

PICK UP SHIFTS (This applies to all departments and all positions)

Employees that pick-up shifts on shifts other than their own or at other facilities are responsible for keeping their commitment. Employees must follow the procedures listed above in the policy for all call offs, whether it is for a regularly scheduled shift or a pick-up shift.

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 nonmedical reason it will be counted as an absence. As noted above, all medical absences must be covered by a note.

Absences and Developmental Action:

Unscheduled Absences within 12-month period:

Developmental Action:

Two

Verbal Warning

Three

1st Written Warning

Four

2nd Written with possible suspension

Five

Possible Termination

All Developmental Action is subject to supervisor discretion.

EXCEPTIONS: 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.

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
