



## ATTENDANCE AND PUNCTUALITY

### **PURPOSE:**

Greater New Beginnings Youth Services, Inc. (GNB) depends on its employees in order to provide very good care for our patients and their families. Regular and dependable attendance and punctuality is an essential function of an employee's job and is required for continued employment. This policy establishes consistent guidelines for unscheduled absences and tardiness.

### **POLICY:**

Illness or emergency circumstances are a normal part of life. GNB recognizes the need for employees to have guidelines for planned and unplanned absences from work.

### **ATTENDANCE DEFINITIONS:**

#### **Absence**

An absence is when an employee misses one or more of their regularly scheduled workdays.

**Unprotected Absence:** An unprotected absence is unscheduled time off that is not pre approved by the supervisor and/or does not meet the protected absence standard.

Unprotected absences are subject to attendance counseling and will result in corrective action up to and including termination.

An employee may not make up time to avoid corrective action. Neither "occurrences" nor "total days" can be viewed in isolation.

**Protected Absence:** An absence that is protected will not be subject to corrective action.

Protected absences are defined as family medical leave; leave taken pursuant to the Americans With Disabilities Act; bereavement leave; time off to care for a bona fide illness of a parent, child, domestic partner, spouse or child of a spouse or domestic partner; jury duty or witness service; an approved absence due to a work-related injury or illness; military leave; pregnancy related time off; pre-approved appointments; common holidays; and scheduled time off.

**Occurrence:** Relates to how many “times” an employee missed scheduled work during a specific time period. An occurrence includes partial days and leaving a shift early. The calculation of an occurrence does not consider the total number of days missed, but only counts the first day missed, should the person be absent for consecutive days.

**Patterns of Absence:** Equally important as the number of days missed can be the manner in which the unscheduled absences occur. Below are several examples of “patterns” a manager/supervisor should look for in assessing whether or not the unscheduled absences may be a problem:

- 1) Series of Friday, Monday, or other days that follow a pattern.
- 2) Weekend absence.
- 3) Days preceding or following holidays or scheduled days off.
- 4) Absent on days that were requested off, but could not be accommodated.

### **Tardy**

A tardy is any instance in which an employee is late at the start of the work schedule and/or returning from lunch and breaks. Five (5) or more minutes late is considered tardy.

### **Job Abandonment**

An employee absent for three consecutively scheduled work shifts, without properly notifying his or her supervisor/manager, will be considered to have voluntarily abandoned his or her position.

### **Call-In Guidelines**

It is every employee's responsibility to make sure their supervisor (or designee) is notified promptly about an unscheduled absence. Employees are required to contact their supervisor at least two (2) hours before the start of their shift, unless an emergency prevents.

### **UNSCHEDULED ABSENCE OCCURRENCE GUIDELINE**

<b># of Occurrences in Rolling 12 Months</b>	<b>Action</b>
0 – 2 occurrences	Exceeds Standards
3 – 4 occurrences	Meets Standards
5 occurrences	Coaching
6 occurrences	Documented Oral
7 occurrences	Written Warning
8 occurrences	Final Written Warning
9 occurrences	Termination

## **TARDINESS OCCURRENCE GUIDELINE**

<b># of Occurrences In Rolling 12 Months</b>	<b>Action</b>
0 – 3 occurrences	Exceeds Standards
4 – 5 occurrences	Meets Standards
6 occurrences	Coaching
7 occurrences	Documented Oral
8 occurrences	Written Warning
9 occurrences	Final Written Warning
10 occurrences	Termination

### **RESPONSIBILITIES OF A MANAGER:**

Each supervisor/manager is accountable for managing unscheduled absences and tardiness in their areas of responsibility.

The supervisor/manager needs to inform the staff of GNB's policies regarding attendance and punctuality. The policy will be discussed when an employee is hired.

### **PROCEDURES:**

The Manager/Supervisor should contact the GNB Office for all employee absences that exceed three (3) consecutive days

Employees must use accrued PTO for unscheduled absences. They must be coded in Payroll system as Unscheduled PTO.

## **Introductory Period of Employment**

Employees should be made aware that any absenteeism/tardiness within the introductory period of employment may result in termination.

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