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## Hours of Work and Attendance

### B. Work Attendance

1. Responsibility: Each employee is responsible for being in attendance every scheduled work day at the correct starting time through to the end of their shift.
2. Authorized Absence for Non-Exempt Employees: An authorized absence occurs when an employee has requested time off, at least two weeks in advance or twenty- four (24) hours in advance for two (2) or fewer days and the time off has been approved by the employees supervisor. There may be exceptions to the time requirements including absences covered under the Family Medical Leave Act (FMLA), as the result of a Workers' Compensation incident, Funeral Leave or other extraordinary occasions authorized by the Chief Administrative Officer including but not limited to medical emergencies.
3. Occurrence or Unauthorized Absence for Non-Exempt Employees: If an employee is unable to attend a scheduled shift, for any reason, and it is not a supervisor authorized absence, this will result in the use of an occurrence. When an employee calls in due to illness or other unforeseen circumstances, the employee's supervisor or the attendance line representative will inform the employee that an occurrence will need to be used for the absence. All absences require notification of at least four (4) hours or more, prior to the start of the shift. Failure to fulfill this requirement will result in immediate disciplinary action, up to and including termination.

A Full-Time employee can receive a maximum of four (4) Occurrences in a six (6) month period of time. A Part-Time employee can utilize a maximum of three (3) occurrences in a six (6) month period of time. An on-call employee can utilize a maximum of one (1) occurrence in a six (6) month period of time. If an employee utilizes more occurrences than what they are allowed within a six (6) month period, this will be considered an employee's voluntary resignation.

In the event that an employee is absent, has not communicated with the supervisor, the supervisors are unable to contact the employee; the supervisor may engage a replacement staff person. If the replacement staff person has been engaged and is on the way to or in place at the program and the employee arrives for work, the replacement staff person will be used and the employee arriving late will need to utilize an occurrence. If the employee who is arriving late would like to work the remainder of the shift, they will still need to utilize an occurrence.

An occurrence memo that identifies how many occurrences the employee has taken will be issued to the employee after each absence.

4. **Staff Meetings:** All Non-exempt employees are required to attend all the scheduled Staff Meetings for their sites, which are considered scheduled shifts for all employees. If an employee is unable to attend a scheduled Staff Meeting, they will need to utilize an occurrence. The employee may attend a monthly back up training with their supervisor's approval. If an employee attends a monthly back up training, with supervisory approval, in place of a scheduled Staff Meeting, they will not need to utilize an occurrence.
5. **Employee Replacements:** The employee is responsible for all other schedule switches or changes. If an employee arranges a schedule switch or change, they must receive approval from the scheduling department, during regular business hours, Monday through Friday, 9:00 am to 5:00 pm, prior to the beginning of the shift.
6. **Attendance Rule:** An employee's unauthorized absences which have a detrimental effect on the ability to carry out the mission of any one or more locations, functions, operations or units within the organization will be considered to be unsatisfactory performance by the employee. Not only will the employee need to utilize an occurrence, but the employee will receive appropriate disciplinary action, up to and including termination.
7. **Failure to Attend:** Any employee who provides direct consumer services and who fails in an unauthorized manner to attend one entire scheduled work shift may be dismissed for neglecting those consumers requiring the employee's services, as stated under the mistreatment and neglect statutes for vulnerable adults and minors.
8. **Non-Work Related Activities:** Approval by an employee's supervisor must be obtained when non-work related activities are engaged in during scheduled work time unless the specific position held by an employee allows for such activities once duties are completed. These positions are identified by the Chief Administrative Officer.

9. Conditions for a Return to Work: When employees are absent from work due to illness or injury, a request for a statement from a medical doctor or other health professional permitting the return to work, and stipulating any work restrictions on an employee's ability to perform assigned tasks, may be requested by the employee's supervisor. Failure to provide such a statement may delay a return to scheduled work.
10. Record Keeping: The organization has established record keeping rules. All non-exempt employees are expected to follow these rules:
  - a. Corrections: Any error or accidental omission on payroll records which requires correction may be made only by the employee's supervisor and payroll personnel.
  - b. Recording: A failure to attend work on a scheduled work day must be accurately recorded as such; lateness or early departure must be accurately recorded as such; leaving the work place during scheduled working hours for reasons other than work related business must be recorded out when leaving and recorded in when returning.
  - c. Starting / Ending Times: Unless approved ahead of time, employees should not report in to perform job-related duties any earlier than their scheduled starting time; or continue to perform job-related duties later than their scheduled ending time unless leaving would put consumers or the organization's reputation at risk or reduce the required staffing minimum to an unauthorized ratio.