

Chapter:	Human Resources		
Title:	Attendance & Punctuality		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennially Author: HR Spec.	Adopted Date: 07.2023 Review Date: 07.2023	Related Policies Family and Medical Leave Progressive Discipline Policy

Purpose:

Punctual and regular attendance is an essential responsibility of each Hopeful Horizons’ (HH) employee to promote efficient operation of the organization and to minimize unscheduled leave. This policy sets forth HHs’ expectations for employee attendance, punctuality and appropriate use of leave time.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy:

It is HHs’ policy that employees shall request and use approved leave time in accordance with approved procedures. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Poor attendance places an unfair burden on the employer and other employees to provide services to their clients. Unless prior approval of leave has been granted, employees shall:

- Report to work as scheduled, on time and prepared to start working, and
- Remain at work for the duration of their scheduled shift.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

A. Absence: An employee’s leave from work that can be described as:

1. Excused absence occurs when the employee has sufficient accrued paid time off (PTO) to cover the absence and one of the following conditions are met:
 - The employee provides their supervisor sufficient notice (at least 48 hours) in advance of the absence (vacation, personal holiday, bereavement, jury duty, parental).
 - For an absence due to illness or injury as defined in the Medical Leave Policy, notice must be given at a minimum, one hour prior to the scheduled workday.
 - Self-Care (Mental Health) absences follow the Medical Leave notice of at least one hour prior to the scheduled workday.

Employees with three or more consecutive days of excused absences due to illness or injury shall provide HH with proof of physician’s care and a fitness for duty release prior to returning to work.

2. An unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, they must have someone call for them.

An unexcused absence may constitute cause for discipline in accordance with HHs' progressive discipline procedure.

- B. Paid Leave: Generally, employees must take accrued PTO for every absence unless otherwise approved by HH's CEO. If an employee has worked for HH for one year or more, they may take vacation in advance of accrual up to the amount they would earn for the year.
- C. Unpaid Leave: Unpaid Leave requires notice to HR and the prior approval of HHs' CEO. An employee cannot be on unapproved "unpaid status" at any time during their employment with HH.

Unpaid leave authorized in accordance with the Family Medical Leave Act shall be approved consistent with HHs' procedure and shall not exceed 480 hours of unpaid leave unless additional documentation of extenuating circumstances is received, and the time is approved by the CEO.

New Hires – Given the lack of accrued PTO, new employees are granted a 30-day grace period for use of unpaid leave. If at the time of hire, scheduled time off is requested, the new hire may be granted unpaid leave prior to receiving accruals for PTO. If a newly hired employee requires medical leave prior to receiving accruals for PTO, they will be granted unpaid leave. In either situation, the new employee cannot receive more than 5 days unpaid leave in the first 30 days and any unpaid leave shall be approved by the CEO.

Unexcused absences that result in unpaid leave may result in disciplinary action up to and including termination.

- D. Tardiness and Unplanned Early Departures: Employees are expected to report to work and return from scheduled breaks on time.

If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Employees who must leave work before the end of their scheduled shift must notify their supervisor in advance of departure. This notification does not excuse the early departure but simply notifies that a schedule change may be necessary. It is the employees' responsibility to address disruption to direct client services or scheduled appointments in advance of late arrival or early departure.

A pattern of unapproved and unplanned tardiness or early departures shall result in discipline in accordance with HH procedure.

- E. Excessive absenteeism: Two or more occurrences of unexcused absence in a 90-day period may result in disciplinary action up to and including termination. Excessive absence including frequent late notice absences or absences that appear to be establish a pattern of abuse (Monday/Friday, the day before vacation) may result in discipline.

- F. **Job Abandonment:** Any employee who fails to report to work for a period of two days or more, without notifying their supervisor, may be considered to have abandoned the job and voluntarily terminated the employment relationship without regard to the employee's attendance record or work history. HH may attempt communication with the employee's emergency contact or take other action to perform a welfare check on the employee's health and/or safety status.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Managers and supervisors shall receive additional training on the implementation of this policy.

Definitions:

1. Early Departure: An early departure is defined as 15 minutes or more even with notification to the supervisor.
2. Paid Time Off: PTO refers to the time employees are paid for when they are not working. PTO typically includes vacation, sick time, holidays and personal time as defined in the employee benefit plan.
3. Tardiness: Fifteen minutes or more late regardless of notification.
4. Unexcused Absence: Taking time away from work without permission or notice to your employer.
5. Unpaid Leave: An employee's leave without compensation. Unpaid leave may occur because an employee does not have sufficient accrued leave time and is requesting unpaid leave to extended time for medical/family leave, bereavement or self-care. Unpaid leave cannot be used to extend a vacation.

Other Related Materials:

- Leave request procedure
- Progressive discipline procedure
- Request for reasonable accommodation procedure
- Family and Medical Leave Act Procedure

References/Legal Authority:

[Family and Medical Leave Act, US Department of Labor, 2023](#)

Change Log:

Date of Change	Description of Change	Responsible Party
07.2023	This is a new procedure.	R. Lucovich, Human Resource Specialist