



## Attendance

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### Statement of Philosophy

Absenteeism and tardiness place a burden on both co-workers and Kids Central Incorporated. It is vital to Kids Central that every employee will be regular and punctual in attendance. Absenteeism and tardiness negatively impact on our ability to effectively provide services to the families we serve. The purpose of this policy is to establish the requirements for reporting absences to provide guidelines for the handling of tardiness, early departures, and unscheduled absences and to outline employees' need to adhere to established work schedules to maintain efficient, effective operations.

### Definitions:

- **Excessive Absenteeism:** Excessive absenteeism is defined as three (3) or more unexcused absences in any ninety (90) day period.
- **Excused Absence:** An excused absence is one which is scheduled and approved by the employee's manager in advance of the absence for such events as vacation, medical appointments, military service, jury duty, funerals, and other events.
- **No Call or No Show:** An unscheduled absence without proper notification to the Supervisor.
- **Pattern Absences:** Pattern absences is a pattern of unscheduled absences the day before or after a scheduled holiday or vacation, on a desirable day off, a specific day of the week or a weekend, a specific or unique workday, or as PTO time is accrued that occurs more than three (3) times.
- **Tardy:** Failure to report to an employee's assigned work area and be prepared to start work at his or her scheduled start time, including returning from breaks and lunch.
- **Unexcused Absence:** An unexcused absence is one that is not approved by an employee's supervisor. An example of an unexcused absence is when an employee does not give the supervisor the required timely notice and/or when an employee lies about the circumstances surrounding the reason for their absence.
- **Unscheduled Absence:** Failure to report to work on a scheduled workday or working less than half of a scheduled work day due to tardiness or leaving early without prior approval. Some examples of unscheduled absences include having car trouble on the way to work, caring for a sick family member or a home emergency, or failure to provide certification from a health care provider when requested by a supervisor. Unscheduled absences for illness, family member illness or death, and similar unanticipated circumstances may also be treated as "excused." Typically, there is no



disciplinary consequence for an excused absence, unless the employee is habitually absent. An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued PTO in accordance with Kids Central's policies and procedures. Employees will not be compensated for unscheduled absences that extend beyond their accrued PTO balance.

- **Unscheduled Early Departure:** Failure to work a complete workday due to an early departure without prior approval.

### Procedure:

- Employees must arrive and be prepared to start work at their scheduled start time.
- Notification of any unscheduled absence, tardiness, or unscheduled early departure must be made as far in advance as possible. An employee who will be unable to report to work as scheduled must contact their supervisor as early as possible but no later than one (1) hour prior to their start time. Notification of tardiness, unscheduled early departure, or unscheduled absence may not be excused.
- Absences and late arrivals must be reported to the supervisor as early as possible, but no later than one (1) hour prior to the scheduled start time.
- Unscheduled absences, tardiness and unscheduled early departures (whether excused or unexcused), failure to provide appropriate notification will result in corrective action up to and including termination of employment.
- Absences, tardiness, and early departures due to approved FMLA leave, short-term disability leave, military leave, jury duty, workers' compensation, other approved leave, or reasonable accommodation as required by law will not be counted as occurrences.
- Employees will not be compensated for time lost due to tardiness.
- An employee may not extend the normal workday or work beyond his/her scheduled shift to make up for being tardy without the prior approval of the employee's supervisor.
- Supervisors have the discretion to request a medical certificate signed by a health care professional any time an employee is absent. Employees absent two (2) or more consecutive days due to an illness will be required to submit a proof of illness certificate from a health care professional. This certificate must have the date the employee was seen by the health care professional along with the dates of treatment



and the date the employee can return to work. Failure to submit such proof upon request shall result in the absences being counted as an unexcused absence.

- Employees will be subject to immediate corrective action for no call or no show.
- Three (3) or more consecutive workdays of no call or no show will be considered job abandonment and will result in immediate termination of employment.

### **Employees' Responsibilities:**

- Employees will follow the procedures outlined in this policy.
- Employees will notify their supervisor of any absence, late arrival, or early departure.
- Requests for scheduled absences must be submitted as far in advance as possible. It is the employee's responsibility to request leave or excused time off and to submit appropriate documentation.
- Employees will review, sign, and acknowledge this policy within five days of the request from a supervisor or the Human Resource Specialist.

### **Supervisor's Responsibilities:**

- Supervisors are responsible for addressing the importance of regular attendance to new employees and give them the name(s) and telephone number(s) of those to call if they are going to be absent or tardy.
- Supervisors should carefully observe pattern absences. Employees will be subject to immediate disciplinary action for pattern unscheduled absences. The employee should receive a written notice documenting the pattern of unscheduled absences from the Supervisor.
- Supervisors should follow the disciplinary action policy to address proper actions regarding the employees' attendance. Supervisors should follow the guidelines below to address unscheduled absences, tardiness, unscheduled, early departures. Upon four (4) occurrences, each occurrence thereafter will advance the disciplinary action process, up to and including termination of employment. However, depending on the situation, correct action may be accelerated, repeated, or taken out of sequence, and Kids Central reserves the right to effect immediate termination should it be warranted.

1. Verbal Warning after two (2) occurrences



2. Written Warning after the third occurrence
3. Final Warning after the fourth occurrence
4. Termination of employment after the fifth occurrence

Typically, employees who work for six (6) months without an unscheduled absence since the prior occurrence resulting in disciplinary action will not advance to the next level. For example, if an employee receives a written warning due to the fourth occurrence on October 1st, and receives two (2) additional occurrences in the following July, the employee should receive another verbal warning.

### **Conduct and Violations:**

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

Example violations include but are not limited to:

- Excessive absenteeism
- Pattern absenteeism
- Failure to notify your supervisor of absence, tardiness, or late arrival.
- Lying to supervisor about your reasons for absence, tardiness, or late arrival.
- Failure to review, sign, and acknowledge this policy.

### **Professional Development:**

- Kids Central's Human Resources Specialist will provide training on this policy during orientation at the time of hire.
- Kids Central's Human Resources Specialist will ensure that supervisors are trained when an employee is promoted to a supervisory role. Supervisors will be trained in regard to the details and implementation of these policies and procedures.
- Employees will review, sign, and acknowledge this policy annually.



## Employee Acknowledgement Statement for the Attendance Policy

Absenteeism and tardiness place a burden on both co-workers and Kids Central Incorporated. It is vital to Kids Central that every employee will be regular and punctual in attendance. Absenteeism and tardiness negatively impact on our ability to effectively provide services to the families we serve. The purpose of this attendance policy is to establish the requirements for reporting absences to provide guidelines for the handling of tardiness, early departures, and unscheduled absences and to outline employees' need to adhere to established work schedules to maintain efficient, effective operations.

By signing this attendance policy acknowledgement, you agree to adhere to all the provisions. You also demonstrate your understanding that any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

If you have any questions or uncertainty regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Kids Central Incorporated attendance policy.

I have read and understand Kids Central Incorporated's Attendance Policy, and I understand the requirements and expectations of me as an employee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date