

ATTENDANCE 2.26

I. PURPOSE:

The following policy has been designed to treat employees equally and consistently in regard to attendance at work. Regular attendance is critical to the success of Allied Services, employees are expected to be at work on-time on all scheduled days, and work their schedule. An employee arriving to work late or not at all puts undue strain and burden on their co-workers, negatively affects morale and the quality of everyone's work.

Employees are discouraged from being absent from work barring an emergency or serious illness. However we realize that some absenteeism is unavoidable. Employees will receive points for unscheduled absenteeism and tardiness, and will be disciplined only when absenteeism becomes excessive. Any employee who is excessively absent or tardy or who has a pattern of absenteeism may be separated from employment.

Allied Service absenteeism policy is a "no fault" policy; therefore, absenteeism is also defined as any instance when an employee does not report to work on time or as scheduled or leaves early from his or her regularly scheduled shift, regardless of the employee's reason.

II. ABSENCES DEFINED:

- A. Any absence for any reason is "chargeable" or assigned points except when scheduled and approved in advance or where there is an absence listed below as long as the policies for utilizing those days are being followed:
- FMLA Leave
 - Jury Duty
 - Medical or Personal leaves of absence
 - Bereavement Leave
 - Paid scheduled entitlements, such as paid vacation or personal days
 - Unpaid Scheduled Time for employees not entitled to benefit time banks.
- B. All absences not mentioned above will be considered unscheduled. This is a "no-fault" policy for a reason. There are too many examples of "good reasons" for absences to list. The employee is given enough opportunities to be absent from work in a rolling 12-month period for any of these "good reasons". If an employee is going to be absent from work for any reason, he/she must call and comply with their department call policy (calling the correct call-off extension). Failure to do so will constitute a 'No Call/No Show" and will carry six (6) points on the Attendance Policy.

- C. An unscheduled absence is defined to include time off which is not approved at least twenty-four (24) hours prior to the start of the shift and exceeds half of the employees scheduled shift. An employee may use benefit time, if available, to cover the absence as long as he/she calls in, in accordance with the appropriate procedure established for the employee's department. Regardless of whether benefit time is paid or not, points will be assigned as outlined in this policy. Absenteeism includes, but is not limited to, absence from work, unauthorized extension of a meal or rest period, leaving early or improper use of work time.
- D. Absences of more than one day for the employee's own illness will receive one (1) point for the first day and 1/4 point for each additional day up to a max of three (3) consecutive working days. Illnesses of three days or more require proper medical documentation upon return to work and employees should consult with Human Resources to determine if the absence qualifies for FMLA.
- E. Unscheduled absences of more than one day for the same reason will receive one (1) point for the first day and 1/4 point for each additional day and may require documentation.
- F. Patterns of absence violations (e.g., recurring unscheduled absence before/after scheduled time off or recurring absences on a certain day of the week) will carry two (2) points.
- G. Call offs/unscheduled absences of days previously requested and denied off will carry two (2) points.
- H. An employee may use up to three unscheduled, emergency days per rolling twelve-month period (with proper notification) without those days being assigned points under this policy. Emergency personal days are defined as an urgent unexpected event for which reasonable notice could not be provided. These days are available only to employees who have personal time in their benefit bank and have not been issued a warning under absence control in the prior 12 months.
- I. For special program employees, (i.e., weekend/weekday program 12-hours shift) absences on consecutively scheduled work days may count as separate occasions of absence. Employees must check with their supervisors as to whether there is a division-specific attendance policy.
- J. **Failure to Provide Required Notice of an Absence or Lateness**
An employee who is absent or late and who does not comply with the required department call policy of the absence or lateness within two hours after the start of his/her shift will be considered "no-call no-show."

III. PUNCTUALITY/TARDINESS DEFINED

Employees who are more than 30 minutes late and who fail to notify their supervisor may be required to clock out and leave the premises in cases where a replacement has been called in or transferred in from another area to replace the late employee. Such an occurrence will be considered an incident of tardiness, but will not be considered a no-call, no-show if within two hours after the start of their shift. Tardiness infractions are defined as follows:

- A. EARLY IN: Each non-exempt (hourly) employee is expected to punch in at the start of their scheduled shift. "Early in" is defined as a punch more than seven (7) minutes prior to the start of a scheduled shift, except where approved/authorized in advance by the employee's supervisor/manager and will carry 1/4 point.
- B. LATE IN: "Late in" is defined as a punch more than three (3) minutes after the scheduled start of a shift, except when approved/authorized in advance by the employee's supervisor/manager and will carry 1/4 point.
- C. EARLY OUT: "Early out" is defined as a punch more than one (1) minute prior to the scheduled end of a shift, except where approved/authorized in advance by the employee's supervisor/manager and will carry 1/4 point.
- D. LATE OUT: Each non-exempt (hourly) employee is expected to punch out at the end of their scheduled shift. "Late out" is defined as a punch more than seven (7) minutes after the scheduled end of a shift, except when approved/authorized in advance by the employee's supervisor/manager and will carry 1/4 point.

If greater than 30 minutes, the tardiness infraction will carry 1/2 point.

IV. MISSED PUNCHES

Employees that develop a pattern or regular occurrence of missed swipes and timestamps will be subject to disciplinary action, up to and including termination. The point system assigned for each missed punch is 1/4 point.

V. JOB ABANDONMENT

Due to the critical nature of the services that employees of Allied Services provide, it is essential that employees be available for work, and that they are present and working for their entire shift. Job Abandonment Consists of:

- A. Two "no-call no-show" absences on consecutively scheduled days or
- B. Leaving the job without notification and without a valid reason and/or permission from a supervisor.

- C. Job Abandonment is considered voluntary termination of employment on the part of the employee.

VI. MANDATED WORK

In an emergency situation, the Facility may determine that it is necessary to mandate employees to work. Any employee mandated to stay at the facility or come in to work shall be paid their hourly rate for all non-overtime hours worked. The facility may mandate overtime during unforeseeable emergent circumstances or where necessary for the completion of a resident procedure already in progress. Emergent circumstances include acts of terrorism, natural disasters and unexpected absences discovered at or before the start of a scheduled shift where resident care needs must be met. In these instances, the facility will attempt to fill the vacancy but may resort to mandating overtime, as is allowable by law. Refer to Allied Services Policy 2.24(c); Prohibition of Excessive Daily Overtime.

VII. HOW THE POINTS WORK

Employees get points for missing work according to the following scale. These points apply to regular scheduled time as well as overtime days an employee has agreed to work.

Corrective action will be administered according the following table. Managers will need to add the comment code noted below to the applicable punch or use an appropriate pay code in Kronos to record an infraction.

Infraction Type: Absenteeism	Points Assessed	Procedure
Absence (more than half of the scheduled shift, full days or consecutive days)	1 Point	Use of Unscheduled Pay Codes
Absence on Consecutive Scheduled Work Days due employee's same illness up to 3 consecutive days. <i>Medical excuse required after 3 days</i>	<i>1/4 Point per consecutive day - up to 1 1/2 points max</i>	Use of Unscheduled Pay Codes and " Continuation of Previous Absence " comment added to amount of hours
Pattern Of Absences	2 Points	Use of Unscheduled Pay Code and " Pattern of Absence " comment added to amount of hours
Absence on Previously Denied Day Off	2 Points	Use of Unscheduled Pay Code and " Previous Denied Day Off " comment added to amount of hours
Calling off before or after holiday with no physician excuse	4 Points	Use of Unscheduled Pay Code and " Holiday Absence " Comment added to amount of hours
No Call/No Show	6 Points	Use of " NCNS " Pay Code

Emergency Day (3 days per rolling twelve-month period). Not available to employees who are in absence control	0 Points	Use of “Emergency Personal Day” Pay Code
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Infraction Type: Tardiness	Points Assessed	Procedure
Early In (more than 7 minutes prior to start of scheduled shift)	1/4 Point	“TARDY Infraction Less than 30 minutes” Comment added to punch
Late In (more than 3 minutes and less than 30 minutes after the start of their shift)	1/4 Point	“TARDY Infraction Less than 30 minutes” Comment added to punch
Early out (more than 1 minute up to & including 30 minutes)	1/4 Point	“TARDY Infraction Less than 30 minutes” Comment added to punch
Late out (more than 7 minutes after the end of scheduled shift)	1/4 Point	“TARDY Infraction Less than 30 minutes” Comment added to punch
Tardy Infraction >30 minutes (Early in or Early out)	1/2 Point	“TARDY Infraction Greater than 30 minutes” added to punch

Infraction Type: Missed Punch	Points Assessed	Procedure
Missed Punch	1/4 Point	“Missed Punch-Forgot” Comment added to punch

Employee point balances are based on a rolling 12-month period. If you are absent today, for example, that absence remains on your record until its own anniversary date the following year.

CORRECTIVE ACTION

- STEP I 4 Points Written Warning
- STEP II 7 Points Second Written Warning
- STEP III 10 Points Third & Final Written Warning w/two day unpaid suspension
- STEP IV 12 Points Disciplinary Action, up to and including termination

VII. SUSPENSIONS

Occasionally, an employee will be placed on an unpaid suspension; for either a points/attendance issue, or as another means of disciplinary action during an investigation or for violating company policies. If an employee is placed on a suspension, he or she may not be on company property for any reason during the suspension. Benefit time may not be used to cover any day on suspension.

IX. HOLIDAY ABSENCES

If an employee is absent from work without prior supervisory approval on a holiday, or on the last scheduled work day before or the first scheduled work day after a recognized holiday, they will forfeit holiday pay unless a physician's statement is provided. If a physician's statement is provided for a holiday absence, the employee will be paid holiday pay for the absence. If no physician's statement is provided, the employee may use available sick time in lieu of holiday pay and will forfeit holiday pay. In all cases, the absence will receive 4 chargeable points for corrective action purposes.

X. PHYSICIAN'S STATEMENT

Physician's statements will be required for absences due to medical reasons of three (3) or more consecutively scheduled work shifts. Additionally, physician's statements will be required for extended absences of two (2) weeks and may be requested monthly thereafter until the employee returns to work. Physician's statements must be presented to the employee's supervisor at the onset of the illness, if it is estimated that the employee will be out of work for two (2) weeks or longer.

In all circumstances for which a physician's statement is required, the physician's statement must be presented on the day that the employee returns to work or at appropriate intervals in order for the employee to be paid for the absence and/or to prevent the absence from resulting in immediate corrective action.



William P. Conaboy
President/Chief Executive Officer