

Attendance & Punctuality

It is the policy of Challenge to provide paid benefit time to all employees. It is important that all staff adhere to the policies listed below with good attendance and punctuality. Excessive absenteeism and tardiness have a negative effect on fellow staff, consumers and services.

- In the event an employee is not able to report on time, or if they are not able to report for work, the employee is required to notify the receptionist AND report the absence directly to their supervisor. A message can be left on the Supervisor's voicemail **but the employee must continue to contact their chain of command until they speak with someone in the chain. The chain may include designated co-workers based on the discretion of the supervisor. This is to ensure that scheduled appointments are not missed and that the worksite is fully covered.** The department managers are responsible for communicating department specific chain of command to employees working under their supervision.
- An employee's absence will be considered excused if the employee provides proper and timely notification to their supervisor and their supervisor confirms that the time off is acceptable. Proper and timely notification will be defined by each department manager.

As a guideline, the agency has determined that any of the following may be considered excessive absenteeism and subject to disciplinary action:

- An employee's absence will be deemed unexcused when an employee fails to call in and **use the chain of command**, provides late notice, fails to give advanced notice for an absence which could be anticipated, or exceeds the number of absences defined as acceptable by this policy. Unexcused absences are subject to corrective discipline or termination as defined below.
- Other unexcused absences include but not limited to:
 - o Calling off on the day of or the day after a payday
 - o Calling off on the day of, before, or the day after a holiday, Superbowl, or other occasion that is unplanned or unauthorized.
 - o Calling off on a Monday or the day after a long break, i.e. weekend, scheduled vacation/holiday, scheduled days off.
 - o Calling off during a weekend scheduled to work.
 - o Calling off during a mandatory work day.
 - o Using paid time off as soon as it is earned.
 - o No Call No Show (see No Call No Show Policy)
 - o Any other absence that the department manager deems unexcused with the approval of Human Resources.
- Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month and is subject to corrective discipline. Any five occurrences of unexcused absenteeism in the prior 12 month period are considered grounds for discharge. An instance of an unexcused absence is exhausting sick time and borrowing from vacation or personal time, taking an unpaid day, and/or carrying a negative balance in accrued benefit time of more than 5 days. Exceptions to the above will be considered in instances of extended illness or personal/family emergencies. However, the expectation is still that the employee (or representative) will follow the above notification process and maintain communication with their supervisor and Human Resources.
- Employees who are absent from work for three (3) consecutive days without notice to the agency will be considered as voluntarily resigned without notice and will lose any separation benefits. Challenge will mark the discharge in the employee file and notify the individual by mail. See No Call No Show Policy.
- In the event an employee reports to work late, he or she will not be paid for time missed.
- Excessive tardiness or unexcused absenteeism shall be subject to corrective discipline up to and including termination. Excessive tardiness or absenteeism will be treated according to the following outline:

Occurrences can be one or a combination of the bulleted areas above:

- 2 occurrences = verbal warning
- 3 occurrences = written warning with a negative reflection in an individuals performance evaluation
- 4 occurrences = final warning
- 5 occurrences = discharge

I, _____ have read and understand the consequences of Attendance & Punctuality policy.
Print Name

Employee Signature

Date