



Wesley Woods Senior Living, Inc.

SUBJECT: Absenteeism and Tardiness

THIS POLICY

Policy Number: 504

Effective Date: 11/01/2002

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REPLACES POLICY

Policy Number: 504

Effective Date: 04/01/90

Policy:

Employees of Wesley Woods Senior Living, Inc., are expected to be at work on time each day and prepared to work at their shift start time.

Guidelines:

1. Employees are expected to follow their departmental notification procedures if they are expecting to be either absent or tardy.
2. Unscheduled absences are absences which do not have prior supervisory approval. Employees must obtain prior approval from their supervisor within 5 days of the scheduled workday.
3. Employees are tardy when they are not in their department and ready to perform their position responsibilities at the start of their shift.

Definitions:

Occurrence	Unscheduled absence, tardies and/or leaving early
Absence	A staff member is not at work (1 occurrence).
Tardy	Failure to report, failure to clock-in and/or not ready for work at scheduled start time (1/2 occurrence).
Leaving Early	Working more than half a shift and leaving early (1/2 occurrence).
Scheduled/Planned Absence	Pre-approved time off.
Unscheduled Absence	Time off that is not pre-approved.
Paid Absence	Staff member is compensation according to call-in procedure (reference department call-in procedure)
Unpaid Absence	Staff member is not compensated due to failure to meet the call-in procedure (reference department call-in procedure)
Healthcare Statement	A statement from a healthcare provider confirming an absence from work due to medical-related reasons. The healthcare statement does not excuse an absence, it provides confirmation of the reason of the absence.
Attendance Job Abandonment	For purposes of this policy, no call/no show for three consecutive scheduled work days or more

Responsibility:

It is the responsibility of each staff member to arrive at work at the beginning of his/her scheduled shift on a regular basis and to make whatever adjustments are necessary to ensure that this occurs.

It is the responsibility of departmental leadership to ensure each staff member's compliance with the policy and to begin progressive counseling/discipline when necessary. Employees may receive progressive counseling/discipline for chronic absenteeism or tardiness or a combination of both absenteeism and tardiness.

Expectations:

Staff members are expected to maintain acceptable attendance at all times.

Staff members are expected to report to work as scheduled, and remain on duty until the end of their shift.

Staff members are expected to be in their assigned work area except during meal breaks and to communicate with their department leadership any extended absences away from their work areas.

Staff members are expected to report to work on their scheduled work day(s) during inclement weather.

Reporting Absences:

Staff members who are unable to report to work as scheduled for whatever reason must notify their department leadership according to the established call-in procedure (reference department call-in procedure).

Failure to report any absence according to the call-in procedure may result in disciplinary action. An employee who fails to properly notify department leadership of an absence for three (3) consecutive scheduled work days is subject to voluntary separation of employment due to job abandonment for attendance. Each individual case will be reviewed for unusual circumstances by department leadership.

Failure to notify department leadership prior to leaving early may result in disciplinary action.

Confirmation of Absence:

A health care provider's statement will be required which fully explains an illness or indicates that a staff member may return to work after three consecutive days of absence. Supervisors and department directors have the right to ask any employee for a physician's notice if the employee's attendance record/history is not acceptable or the employee is in the corrective action/disciplinary process due to unacceptable attendance. Supervisor or department management should not contact the employee's physician to verify statement, but refer health related questions to employee health services department.

Occurrences:

Unscheduled absences, tardies and leaving early will be measured in occurrences.

1. The corrective action procedure may be initiated when any employee has a combination of unscheduled absences, tardies and/or leaving early resulting in three occurrences in any 90-day period.
2. Each time a corrective action step is taken, a new 90 day period will begin.

Occurrences (Continued):

3. If an employee has a 180 day period of perfect attendance, the most recent corrective action will be reduced by one step.

Review of accumulated time not worked must be considered before taking action.