
Subject: ATTENDANCE EXPECTATIONS

Policy:

Carlin House is committed to providing the best care to our residents. To do so, we all need to be at our jobs whenever we are scheduled to work. We understand that occasionally some circumstances beyond an employee's control may cause one of us to be absent from work for part or all of a day. We expect each one of us to address those occasions in such a way as to minimize the disruption to our residents and co-workers. By adhering to the following guidelines, we can provide better service without increasing the workload for any employees.

Procedure:

- A. What are the specific guidelines that you should be aware of?
1. Employees who must be absent for personal reasons or medical appointments are requested to schedule those appointments outside work hours whenever possible.
 2. When your need to be absent from work is known well in advance (for example, a doctor appointment or school conference), we expect to receive notice of the planned absence no less than 24 hours in advance.
 3. When unforeseen circumstances arise and require you to be absent from work, we expect you to give us notice no less than two (2) hours in advance.
 4. If you are absent from your shift, you may be required to assist in finding a temporary replacement for yourself.
 5. If your absence is three (3) days or longer, or if you have a pattern of frequent absence, a medical release from your doctor will be required when you return to work.
 6. If your supervisor does not authorize your request for an approved absence, or someone designated for this purpose, you are expected to report to work. Failure to report to work would be considered an unauthorized absence.
 7. If you do not report to work and do not call in to your supervisor, this "no call/no show" will be considered an unauthorized absence, which may result in the termination of your employment.
 8. Supervisors must approve in advance any requests for paid time off.

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B. What is considered "excessive" or "unacceptable" absence, which may lead to disciplinary action up to and including termination?

1. Leaving work without authorization.
2. Patterns of absences on weekends when you are scheduled to work.
3. Any continual pattern of absences, tardiness or leaving work prior to the end of a scheduled shift that affects the quality of care provided to our residents, disrupts the smooth workflow and processes at Carlin House, or places additional burdens on the other team members. For example, excessive patterns might include, but are not limited to, two (2) occurrences of absence or tardiness in a single month, four (4) occurrences in three months, or six (6) occurrences in six months.

C. When are you expected to obtain authorization from your immediate supervisor or scheduler?

1. Before you work any overtime.
2. When you want to leave work early.
3. When you clock in more than seven (7) minutes before the start or seven (7) minutes after the end of your shift.
4. When you want to exchange shifts with a co-worker.

D. Key Definitions

1. **Absence** – occurrence when the employee, whether for a legitimate reason or not, misses scheduled work.
2. **Tardiness** – a failure to report to the designated work area, prepared to work, at the start time of the shift; or reporting back to work late after meal periods or work breaks.
3. **Occurrence** – a single uninterrupted period beginning with the employee's first hour of absence and ending upon the employee's return to work. For example, a one-day absence is one occurrence. An unscheduled absence of five consecutive workdays is also one occurrence.
4. **Work-related Injury or Illness** – absence from work requires the employee to obtain a release from a doctor before returning to work.
5. **Authorized Absence** – requests for time off that are approved by the supervisor.

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Authorized absences due to any of the following conditions will follow Carlin House's policies and procedures and will not be affected by the guidelines above: Leave of Absence, Bereavement Leave, Military Leave, Jury Duty, or absences for work due to injury. Good judgment and management discretion will always be used in the exercise of these attendance guidelines.

Employee's Statement

I have read and understand the above and will comply with Carlin House's expectations.

Employee's Name (please print)

Employee's Signature

Date