

ABSENTEE POLICY

PURPOSE: To communicate expectations regarding employee attendance, and consequences of failure to meet those expectations.

I. AN ABSENCE IS CONSIDERED "EXCUSED":

- A.** When, in cases of personal time off, the employee has made acceptable arrangements to be off work prior to the day when they will be gone.
- B.** In cases of illness, the employee has notified their supervisor at least 2 hours prior to the beginning of their work day. Employees are required to talk directly with their immediate supervisor. If their supervisor is not available, the employee will notify their supervisor's supervisor.

Inability to provide acceptable verification, if requested for a reported absence, will be cause for termination.

II. UNEXCUSED ABSENCES

Three (3) unexcused absences of any type during a calendar year may result in termination, or failure to rehire the employee in the future.

An absence is considered "Unexcused":

- A.** If the call-in is not made by the employee, **PERSONALLY**. Call-ins made by spouse, friends, etc. will not be excused. If an employee does not have a telephone, he/she is still expected to advise their supervisor.
- B.** If the employee does not telephone the supervisor, or his/her designee, within 30 minutes prior to the beginning of the work day.
- C.** If the employee arrives late to work.
- D.** If the employee does not call in, and does not have a reasonable cause for missing work. If the employee does not call in by the beginning of the third day of an absence, they will be assumed to have vacated their position, and termination procedures will be initiated.
- E.** If the above absence results in leave without pay.

This policy is designed to allow needed time off for absences as circumstances arise. It is not designed to allow perpetual and/or excessive absence or tardiness. Employees who establish such patterns will be subject to termination, regardless of the provisions of this policy.