

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Campus Wide Attendance Policy

PROCEDURE NO: HR 500.13

PREPARED BY: Kacie Marken, HR Director

EFFECTIVE DATE: January 19th, 2025

Timely and consistent attendance is crucial for providing optimal resident care and maintaining operational standards. Mennonite Village enforces a point-based Attendance Policy. After exhausting protected sick leave, employees may face disciplinary action, including termination.

Authorized Absences

The following is a list of authorized absences and will not count as an incident of absence under any circumstance:

- Pre-approved Leave of Absences (including Paid leave Oregon, FMLA, OFLA or Personal)
- Military Leave
- Leave granted as a reasonable accommodation under state and federal law
- Jury Duty
- Company-approved holidays, including Veterans Day for eligible veterans
- Workplace Injury
- Approved time off requests
- Lack of work (Census reasons)
- Inclement weather
- For Communicable diseases as approved by Infection preventionist and HR

An authorized absences will not count as an incident of absence, but all other time missed will accumulate on an employee's absentee record.

Employees who are absent from work for less than one week of consecutive shifts due to an illness may minimize their attendance points to 1, with a doctor's note specifically covering the dates missed. This note must be turned in upon returning to work for points reduction.

Absences or Tardiness

Absences, tardiness and leaving work early will be treated alike - each will accrue attendance points. Each day of absence will result an additional point, if you will need to miss more than three (3) for a medical condition, please contact HR to discuss your options. Except the authorized absences listed above, there are no excused absences and supervisors will not extend special treatment to any employee.

More than three (3) consecutive days absent may require a written doctor's note giving clearance to return and if there are any work restrictions.

Attendance points

Tardy or leaving work early (15 minutes to 2 hours of shift)	= 1/4 point
Tardy or leaving work early (2 hours to ½ of shift)	= 1/2 point
Incomplete shift more than 1/2 of scheduled shift	= 1 point
Absence of one day	= 1 point for each day missed
Absence due to infectious disease	= 1 point total with approval
Absence for weekend shift or Holiday	= 1 additional point

Points are accrued then reset each calendar year.

Discipline

An employee may accumulate up to Fourteen (14) attendance points within a calendar year before exceeding the allowed limit. This policy does not mean an employee may simply take off up to fourteen (14) days for any reason. Absences should be for reasons which are clearly necessary or unavoidable. Upon accumulating attendance points, employees will be subject to the following disciplinary actions:

- Sixth (6th) Attendance Point: Oral warning
- Ninth (9th) Attendance Point: Written warning.
- Twelfth (12th) Attendance Point: Final warning.
- Fifteen (15th) within a calendar year, termination of employment will apply.

No-call No show:

Disciplinary action outlined as a part of this policy is intended to apply to the correction of normal patterns of absenteeism. It does not apply to an employee who fails to report for work or to call in. A No-call No show is defined in this policy as failure to report and call in as required. Exceptions will be made for emergencies when an employee contacts supervisor as soon as safely possible.

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| • 1st No-call No show in a calendar year | Written Warning |
| • 2 nd No-call No show in a Calendar year | Final Warning |
| • 3 rd No-call No show in a Calendar year | Termination |

If employee has 3 consecutive No-call No shows it will be considered as a voluntary resignation.

I have read and understand the Attendance Policy.

Employee Printed Name

Employee Signature

Date