

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Attendance Policy

PROCEDURE NO: HR 500.13

REPLACES: New

PAGE(S): 2

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## PURPOSE:

To efficiently provide proper care to the residents and clients we serve and maintain standards and schedules, employees are expected to be present for work, on time, for all scheduled shifts. Regular attendance and punctuality are essential duties of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship for your team members. Mennonite Village has an Attendance policy that is based on a point system. After an employee has exhausted their protected time off under Oregon's statewide sick leave law, they will be subject to disciplinary action up to and including termination.

## POLICY:

Points are assigned in the following manner:

Full Day Absence (unplanned/sick)	1 point
1/2 Day or greater Absence (unplanned/sick)	1/2 point
Dr. Appointment (unplanned) entire shift	1 point
Dr. Appointment (unplanned) (1/2 shift)	1/2 point
No Call/No Show	5 points

If an employee is in their first 90 days of employment two or more unplanned absences may result in termination. For all other employees, the point system is based on a calendar year. All infractions will reset January 1<sup>st</sup>. For example, if you have 9 points in December, they will be cleared off your record come January 1<sup>st</sup>.

If an employee fails to show for 3 consecutive shifts the company will consider this a voluntary termination of employment.

There will be no points given for the following instances:

- Lack of work (including being sent home for census reasons)
- On the job injury
- Pre-approved leave of absence
- Bereavement leave
- Approved Medical leave (FMLA or OFLA)
- Jury Duty
- Inclement Weather
- OFLA Qualifying Sick Child (A doctor's note will be required after the 5<sup>th</sup> sick child call-off in a leave year). Employee must meet the qualifications for OFLA to be protected time away.

Employees who are absent from work for consecutive shifts due to personal illness (not FMLA/OFLA eligible) can minimize the points incurred to 1 point if the absence can be

substantiated with a doctor's statement/note covering the period they were unable to work. The required doctor's statement/note must be presented to your supervisor upon returning to work.

**PROCEDURE:**

<u>Number of Points in Calendar Year</u>	<u>Corrective Action</u>
6 points	Oral warning
9 points	Written warning
12 points	Final warning
15 points	Termination

An employee with more than 2 years of service and prior good attendance record may be placed on a Work Performance Improvement Plan (WPIP) in lieu of termination.

**NO CALL / NO SHOW:**

A No Call/No Show is defined as not calling in or showing up for your scheduled shift, within the guidelines of your departments call out procedure. We understand that sometimes we are unable to call hours in advance of our shift due to extenuating circumstances, in this case you or another responsible party must call in as soon as possible and explain the situation to the supervisor on duty. Your administrator will make the final decision on whether the No Call/No Show will be subject to disciplinary action.

<u>Number of No-Call/No Shows in Calendar Year:</u>	<u>Corrective Action:</u>
1 <sup>st</sup> No Call/No Show	Written Warning
2 <sup>nd</sup> No Call/No Show	Final Warning
3 <sup>rd</sup> No Call/No Show	Termination

If an employee is in their first 90 days of employment one No Call/No Show may result in termination. If an employee fails to show for 3 consecutive shifts, the company will consider this a voluntary termination of employment.