



## **TIME AND ATTENDANCE POLICY**

Regular attendance and reporting to work on time are expected of all Sunshine Village employees. Employees are expected to be on time for all hours scheduled and to work up to the end of their scheduled shift. When an employee is absent, the burden of that employee's work falls on their fellow employees. That is why it is imperative that all employees make every effort to maintain an excellent attendance record.

Work schedules are determined by the division or program and individual job responsibilities may vary by program and employee. All schedules are subject to change depending on the needs of the organization.

### **Definitions of Time Off:**

Planned Time Off: Planned time off is when you receive advance permission from your supervisor to be absent from work. (Approved absences include jury duty, federal and state leaves, work related injuries, leave granted under the ADA, vacation, holidays, floats, personal days and birthday.) Employees will not be penalized for leave appropriately taken under the policy.

Unplanned Time Off: unplanned time off is an absence that is not prescheduled or authorized by your supervisor in advance. Sick time and personal time can be considered unplanned time when not scheduled in advance. Excessive use of unplanned time off will be subject to corrective action, as outlined in the unplanned time off policy.

Tardiness: Tardiness is defined as being late for your shift.

**Call Out Procedure**: If you cannot report for work or you expect to be late, you must notify and speak directly with your Supervisor, or if unavailable, speak with his/her designee at the beginning of your shift. Leaving a message on an answering machine or communicating by text is not an authorized call out procedure. This notification should include when return to work may be expected. A notification call must be made for every shift you expect to be absent unless instructed otherwise by your supervisor or by policy.

In the event an employee is absent and does not follow the notification procedure, the absence will be viewed as job abandonment. The employee is then separated from employment as a voluntary quit.

**Medical Documentation Requirement**: Sunshine Village reserves the right to require an employee to submit medical documentation in the event of repeated absences for medical reasons and will require documentation in the event of medical absences lasting more than three consecutive days.

**Absences during the Introductory Period:** Employees are allowed two unpaid, unplanned absences and one instance of tardiness in their 90-day introductory period. Additional absences or late arrivals may result in disciplinary action, an extension of the introductory period, or termination.

**Unplanned/Unscheduled Absences after The Introductory Period:** Any employee who has depleted their allotted sick time and continues to call out is using unexcused time and may be subject to the progressive disciplinary process up to and including termination.

1. Second and third occurrence of unscheduled/unplanned absence: coaching and counseling
2. Fourth occurrence of unscheduled/unplanned absence: First Written Warning
3. Fifth occurrence of unscheduled/unplanned absence: Second written Warning
4. Sixth occurrence of unscheduled/unplanned absence: Final Warning
5. Seventh occurrence of unscheduled/unplanned absence - termination

**Tardiness:** It is expected that all employees report to work at the start of their shift. During severe weather or during an unforeseen traffic emergency, the organization will exercise leniency in this area. Excessive tardiness shall be subjected to corrective discipline and/or termination. In the event a nonexempt employee reports to work late, he or she will only be paid for actual time worked.

Tardiness will be evaluated quarterly;

After three instances of tardiness in the quarter, the employee will be counseled. Upon six instances of tardiness in the quarter, the employee will be subject to corrective action. The level of corrective action received will be dependent upon the level of corrective action that is in effect for them at that time. Progressive discipline for attendance and tardiness will be considered together.