



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 an employee receives advance permission from their supervisor to be absent from work or is approved under a designated leave program. (Approved absences include approved PTO (see PTO Policy), jury duty, approved federal and state leaves, Workers Compensation, leave granted under the ADA, and bereavement time) 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 in advance. Unplanned time off can also include tardiness, leaving early when not previously approved, or Unplanned time off in the middle of the workday. Excessive use of Unplanned time off will be subject to corrective action, as outlined in the Unplanned Absence section of this policy.

Call Out Procedure: If an employee cannot report for work or expects to be late, they must notify and speak directly with their Manager or Supervisor, or if unavailable, speak with his/her designee at the beginning of their shift. Leaving a message on voicemail is not an authorized call out procedure. Communicating by text is permissible, provided the employee receives a response. This notification should include when return to work may be expected. A notification call must be made for every shift the employee expects to be absent unless instructed otherwise by their supervisor or by policy.

No Call/No Show: In the event an employee is absent and does not follow the notification procedure, an attempt to contact the employee will be made by Human Resources. The Employee will be counseled on the proper call out procedure, and receive a warning. An additional instance in which the call out procedure is not followed will be accepted as voluntary quit. In the event that Human Resources is unsuccessful in reaching the employee, the absence will be viewed as job abandonment. The employee will be separated from employment as a voluntary quit. A reinstatement may be offered upon revelation of extraordinary circumstances.

Documentation Requirement: Sunshine Village reserves the right to require an employee to submit substantiation in the event of repeated absences and will require documentation in the event of absences lasting more than three consecutive days, in order to ensure that the employee can safely return to their full job duties with or without reasonable accommodation. Human Resources will consult with the employee on any leave of absence that may be applicable.

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. Absences that were pre-approved upon hire, such as a planned vacation, will not count against the employee.

Unplanned/Unscheduled Absences after The Introductory Period:

Unplanned/Unscheduled absences that are frequent, or have a pattern, will be evaluated using the guidelines in this policy, even if the employee has sufficient PTO to cover the time. More than three absences per quarter is considered excessive. If absences exceed three in the quarter, the employee will be counseled. If absences continue into the following quarter, they will be evaluated for progressive discipline. Attendance will be subject to the progressive disciplinary process after 5 instances (up to 40 hours total) in the calendar year.

Note on UNPAID time- Employees are provided a sufficient amount of Paid Time Off (PTO), which is accrued weekly. Instances of unapproved, unpaid time will be evaluated for progressive discipline.

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 a 3 month period, the employee will be counseled. Upon six instances of tardiness in a 3 month period, 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 the employee at that time. Progressive discipline for attendance and tardiness will be considered together.

Updated and approved by the Board of Directors May 4, 2023.

