

## Attendance & Punctuality

It is the policy of Challenge to provide paid benefit time to all employees. It is important that all staff adhere to the policies listed below with good attendance and punctuality. Excessive absenteeism and tardiness have a negative effect on fellow staff, consumers and services.

- In the event an employee is not able to report on time, or if they are not able to report for work, the employee is required to notify the receptionist AND report the absence directly to their supervisor. A message can be left on the Supervisor's voicemail but the employee must continue to contact their chain of command until they speak with someone in the chain. The department managers are responsible for communicating department specific chain of command to employees working under their supervision.
- An employee's absence will be considered excused if the employee provides proper and timely notification to their supervisor and their supervisor confirms that the time off is acceptable.

As a guideline, the agency has determined that any of the following may be considered excessive absenteeism and subject to disciplinary action:

- An employee's absence will be deemed unexcused when an employee fails to call in and use the chain of command, provides late notice, fails to give advanced notice for an absence which could be anticipated, or exceeds the number of absences defined as acceptable by this policy. Unexcused absences are subject to corrective discipline or termination as defined below.
- Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month and is subject to corrective discipline. Any five occurrences of unexcused absenteeism in the prior 12 month period are considered grounds for discharge. An instance of an unexcused absence is exhausting sick time and borrowing from vacation or personal time, taking an unpaid day, and/or carrying a negative balance in accrued benefit time of more than 5 days.
- Employees who are absent from work for three (3) consecutive days without notice to the agency will be considered as voluntarily resigned without notice and will lose any separation benefits. Challenge will mark the discharge in the employee file and notify the individual by mail.
- In the event an employee reports to work late, he or she will not be paid for time missed.
- Excessive tardiness or unexcused absenteeism shall be subject to corrective discipline up to and including termination. Excessive tardiness or absenteeism will be treated according to the following outline:

Occurrences can be one or a combination of the bulleted areas above:

- 2 occurrences = verbal warning
- 3 occurrences = written warning with a negative reflection in an individuals performance evaluation
- 4 occurrences = one day suspension without pay and final warning
- 5 occurrences = discharge

Reviewed December 20, 2011