



## **POLICY: Excused and Unexcused Absences**

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**PURPOSE:** In an effort to establish a uniform policy on absences and tardiness and to define excused and unexcused absences.

**POLICY:** It is the policy of SHSL that all employees are expected to arrive on-time and ready to work for their scheduled shifts. Regular and prompt attendance helps SHSL provide the safe and engaging working environments for our residents, members and staff.

### **Absences:**

SHSL recognizes that employees may have valid reasons to miss a scheduled shift for extenuating or unpredictable circumstances that can be categorized as excused absences. Examples of excused absences that are unpredictable: illness verified by a written doctor's excuse, car accidents, hospitalization lasting one to two days, or a death in an employee's immediate family. Documentation for an excused absence must be provided to the department Director or Manager within 48 hours after returning to work, immediately following the absence, or the absence will be considered un-excused.

A doctor's statement of release will be required before returning to work after an absence of more than two (2) consecutive shifts for a medical reason. A doctor's statement could be required for fewer days of absence upon management's request. Management reserves the right to have an employee visit a doctor of management's choice and expense before the employee returns to work.

In the event of a death in an employee's immediate family, employees will be allowed time off according to the bereavement policy. Immediate family is defined as; children, spouses, parents, grandparents, grandchildren, brother/sister, step-brother/sister, and father/mother/sister/brother in-laws. Additional bereavement time must be approved by the employee's Administrator or Executive Director.

Excessive absenteeism will be defined as, more than one (1) unexcused absence for a full-shift or more than two (2) tardies in a sixty (60) day period. Excessive absences or continued tardiness could result in disciplinary action up to and including discharge. Management reserves the right to request independent verification of the excused absence(s).

If an employee is experiencing excessive absences due to medical reasons, either personal or a close family member's, or due to an industrial injury, management will notify Human Resources and provide the employee with information regarding the Family Medical Leave Act (FMLA) and how to apply for its protection. Any absences for an industrial injury will run concurrently with any protected leave under the FMLA.

A tardy is defined as an employee punching in more than seven (7) minutes after the scheduled starting time for an employee's shift.

### **Job Abandonment:**

Employees who are absent without notice for two consecutive shifts or who leave work during a scheduled shift without permission will be considered to have resigned their employment.

**Timekeeping:**

Employees are expected to follow all necessary timekeeping processes to accurately reflect the hours or days worked. Failure to clock in or out more than two (2) times within a sixty (60) day period will result in disciplinary action.

**Absences Before or After a Holiday:**

Absences falling immediately before or after a national holiday may not be paid unless approved in advance or if approved by the supervisor due to extenuating circumstances that may require documentation for support.

**Communication:**

You must arrange in advance with your supervisor if you intend to arrive late or leave early during your shift. If you are unable to report to work, you must notify your immediate supervisor (or designee) as far in advance as possible, but no later than two (2) hours before your scheduled shift. If you are going to be absent for more than one (1) working day, you must keep your supervisor informed on a daily basis by calling ahead no later than two (2) hours before your scheduled shift. Employees who provide less than two hours' notice will not be disciplined when extenuating or emergency situations prevented the employee from providing adequate notice.

Requests for time-off, paid or not, should be submitted to your department supervisor two-weeks prior to the requested time off. Sometimes, time off cannot be approved due to the needs of the facility or number of requests being submitted. However, every possible effort will be made to honor all requests.

**RELATED POLICIES:** Code of Conduct, Medical Leave of Absence/FMLA