



POLICY: Attendance

<i>Original Implementation Date:</i>	6/17	<i>Date Reviewed/ Revised:</i>	1/29/20	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	3
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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 Sun Health that all employees are expected to arrive on time and ready to work for their scheduled shifts. Regular and prompt attendance helps Sun Health provide the safe and engaging environments for our residents, members and staff.

Excused Absences: Sun Health recognizes that employees may have valid reasons to miss a scheduled shift for extenuating or unpredictable circumstances that can be categorized as excused absences. Absences while using paid sick time will be considered excused. These absences include:

- Medical events including mental or physical illness, injury, or the need to seek medical treatment/diagnoses.
- A family member’s medical event such as an illness, injury or health condition. “Family member” includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*; a biological, adoptive, or foster parent, stepparent, or legal guardian of any employee or the employee’s spouse or registered domestic partner, or a person who stood *in loco parentis* when the employee was a minor; spouse or registered domestic partner; grandparent; grandchild; or sibling.
- A public health emergency.
- Absences due to domestic violence, sexual violence, abuse, or stalking of an employee or an employee’s family member.

See the ***Paid Sick Time*** policy for more information regarding reasons and documentation.

If an employee is experiencing excessive or extended 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.

Management reserves the right to have an employee visit a doctor of management’s choice and expense before the employee returns to work.

Bereavement: In the event of a death in an employee’s immediate family, employees will be allowed time off according to the ***Bereavement Leave*** policy.

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Attendance Issues That Will Result In Disciplinary Action:

Unexcused Absences: Unexcused absences are those absences which the employee is not using one of the protected sick days, failing to call in for a scheduled shift at all (no-call, no-show) and fails to provide at least 2 hours' notice or fails to get manager approval in advance.

Excessive Absenteeism: If an employee is not sick or using one of the protected Paid Sick Days, employees may be disciplined for excessive absenteeism. Excessive absenteeism will be defined as, more than one (1) unexcused absence for a full shift within a 60 day period. Excessive absences could result in disciplinary action up to and including termination of employment.

Tardiness: A tardy is defined as an employee punching in after the scheduled starting time for the employee's shift. More than two (2) occurrences of tardiness in a thirty (30) day period will be considered excessive, and excessive tardiness could result in disciplinary action up to and including termination of employment.

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. Exceptions for serious medical events and emergency situations will be considered at the discretion of the Executive Director.

Timekeeping: Employees are expected to follow all necessary timekeeping processes to accurately reflect the hours or days worked. Employees will only clock in and out for themselves. Intentional failure to follow proper clocking in and out procedures will result in disciplinary action.

Communication: Employees must arrange in advance with their department supervisor if they intend to arrive late or leave early during a scheduled shift.

If an employee is not sick, but unable to report to work, they must notify their immediate supervisor (or designee) as far in advance as possible, but no later than two (2) hours before the scheduled shift. Employees who are sick and using paid sick time must notify their supervisor as soon as possible and practical.

For absences lasting for more than one (1) working day, employees should let their supervisor know of the expected duration of the absence and keep their supervisor informed on a daily basis.

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

RELATED POLICIES: *Paid Time Off: Exempt (Salaried) Employees; Paid Time Off: Non-Exempt (Hourly) Employees; Paid Sick Time; Bereavement Leave; Family Medical Leave Act (FMLA); Medical and Personal Leave of Absence; Military Leave of Absence; Voluntary Resignation; Arizona Fair Wages and Healthy Families Act, Code of Conduct and Compliance Plan.*