



## **POLICY: Attendance**

<i>Original Implementation Date:</i>	06/17	<i>Date Reviewed/ Revised:</i>	3/7/23	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	4
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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 team members 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 team members 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 team member stands *in loco parentis*; a biological, adoptive, or foster parent, stepparent, or legal guardian of any team member or the employee's spouse or registered domestic partner, or a person who stood *in loco parentis* when the team member 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 a team member or an employee's family member.

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

If a team member is experiencing excessive or extended absences the team member and manager should contact Human Resources to review for next steps. Any absences for an industrial injury will run concurrently with any protected leave under the Family Medical Leave Act (FMLA).

Management reserves the right to have a team member visit a doctor of management's choice and expense before the team member returns to work.

**Bereavement:** In the event of a death in an employee's immediate family, the team member 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 team member 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 a team member is absent for reasons not covered by protected Paid Sick Days, protected leave, or approved paid/unpaid PTO, the team member 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 a team member 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:** Team members 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:** Team members are expected to follow all necessary timekeeping processes to accurately reflect the hours or days worked. Team members will only clock in and out for themselves. Intentional failure to follow proper clocking in and out procedures will result in disciplinary action.

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

If a team member 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. Team members 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, team members 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:** *Code of Conduct & Corporate Compliance Plan; Employee Handbook; Leave of Absence Guide; POLICY: Bereavement; POLICY: Military Leave of Absence; POLICY: Non FMLA Medical and Personal Leave of Absence; POLICY: Paid Time Off: Exempt (Salaried) Employees Director Level and Above Unlimited; POLICY: Paid Time Off: Exempt (Salaried) Employees Non-Director Level and Above; POLICY: Paid Time Off: Non-Exempt (Hourly) Employees; POLICY: Paid Sick Time/POLIZA: Tiempo de Enfermedad Pagado; POLICY: Voluntary Resignation*

**RELATED FEDERAL/STATE RESOURCES:** [\*The Employee's Guide to the Family Medical Leave Act\*](#), [\*Arizona Fair Wages and Healthy Families Act\*](#).