

## **ATTENDANCE AND ABSENTEEISM**

### **PURPOSE**

To clarify organization expectations regarding attendance and absenteeism.

### **POLICY**

Partners In Care will expect all personnel to adhere to standards of attendance and punctuality.

Personnel's presence at work is depended upon. Absenteeism may adversely affect coworkers as well as operations of the organization. Absenteeism may create understaffing that threatens patient care/service or overstaffing that inflates the payroll.

### **PROCEDURE**

1. Work hours will be established within the specific guidelines of each position and/or patient needs.
2. Personnel will be expected to notify their supervisor of changes in their schedule, which include, but are not limited to, cancellation or absenteeism.
3. If personnel are sick or unable to report to the assignment, their supervisor must be notified so that arrangements can be made for coverage in their absence. Notification should occur three (3) hours before the beginning of the work day or earlier, if possible, so service can continue without interruption.
4. Absenteeism without notification (no call/no show) may be considered as voluntary resignation.
5. Inconsistent attendance and excessive tardiness may lead to disciplinary action including termination.
6. Absenteeism will be monitored by supervisors as follows:
  - A. Friday or Monday absences or any absences that follow a pattern
  - B. Weekend absences during which work is scheduled
  - C. Days preceding or following holidays
  - D. Not calling in on the day of absence
  - E. Excessive use of sick leave benefit
7. Personnel will be counseled against possible abuse. However, if the above patterns continue, a warning notice will be given; after two (2) such notices, the individual's employment may be terminated.