

Absenteeism and Tardiness Policy

THIS POLICY

Policy Number: 503

Effective Date: 02/1/2017

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REPLACES POLICY

Policy Number: 504

Effective Date: 11/01/2002

Purpose:

To establish guidelines for employee attendance.

Policy:

Wesley Woods Senior Living expects all employees to report to work as scheduled at their assigned work location. Non-adherence to assigned schedule may result in disciplinary action up to and including termination.

Procedure:

- Employees who wish to take a day off must submit their request through the PayCom time and attendance system directly to their supervisor. Time frame for written requests is defined by the community, in accordance with business needs.
- When an employee is unable to report to work or arrive on time, the employee is expected to personally call their supervisor or the designated person if their supervisor is unavailable. Calls from a family member or a friend are unacceptable except in extenuating circumstances, such as unexpected hospitalization.
- Deviations, absences or tardiness from an employee's standard work schedule, which are not pre-approved by a supervisor, may be considered unexcused. However, the following exceptions may be excused by a supervisor without prior written approval:
 - Car accident
 - Inclement weather (e.g., heavy rain, snow, ice) which affects travel conditions
 - Health emergency/sudden illness
- Directors or supervisors may request that the employee provide documentation for any occurrence of absence or tardiness which was not pre-approved.
- Employees who fail to show up at work and do not notify their supervisor prior to the start of their shift will be considered a "no call-no show" or to have "abandoned" their position.
 - Employees will be issued a final written warning for any instance of "no call-no show."
 - Any employee who has two instances of "no call-no show" in a 12 month period of time may be terminated.
 - Three consecutive days of "no call-no show" will be considered a voluntary resignation (termination).
- Employees who habitually arrive late or fail to adhere to their assigned work schedule (except for exceptions described above in #3) may receive corrective action up to and including termination.