

ABSENTEEISM AND ATTENDANCE

[Organization Name] is committed to ensuring that all its employees are appropriately compensated for their hours of work. This Attendance and Absenteeism policy outlines our expectations for employees with regards to their time and attendance.

POLICY

[Organization Name] employees have the responsibility of attending work at their scheduled time or providing as much notice as possible in the event they are unable to arrive for the start of their shift. Employees are to (**insert method of calling** in, e.g., calling into the company, leaving a voicemail, emailing their supervisor, etc.) if they will not be present. If employees need to leave their shift early, they must provide as much notice as possible to their supervisor.

Emergency Absences

Absences for emergency situations (e.g., serious illness or accident), will be excused and understood. In the event an absence from work is required for a length of time greater than (**insert time**, e.g., two weeks), short-term disability leave may be considered.

Prolonged Absences

If an employee requires an absence for a prolonged period of time, [Organization Name] may request additional information from an employee's medical provider regarding the projected length of their absence. [Organization Name] will not request confidential medical information, including any diagnosis, etc., from the medical provider.

Three Consecutive Absences

Any case where an employee misses at least three consecutive shifts without providing notice to their supervisor is considered job abandonment and the employee's relationship with [Organization Name] will be severed. If an employee can provide adequate reasoning behind their absence, their employment may be continued at the organization's discretion.

Absenteeism

Absenteeism refers to a deliberate pattern of absences or late-arrivals that need to be corrected in order to ensure that [Organization Name] is able to adequately staff its premises and achieve its organizational goals. Employee absences without reasonable cause affect the company's ability to achieve those goals. Repeated absences or tardiness considered as absenteeism refer to absences or tardiness because of:

- Sleeping in late
- Having personal social plans when scheduled for work
- Leaving early every Friday without reasonable cause
- Arriving late every Monday morning without reasonable cause

- Failing to catch a regularly scheduled method of public transportation such as a bus
- Extending a weekend without approval (e.g., not attending work on a Monday or a Friday for unjustified reasons)

This is not a comprehensive list. Employees are expected to attend work unless an emergency arises or they are ill and cannot present themselves.

Disciplinary Steps

In the case of an excessive number of absences, late shift arrivals, shifts left early, or if a pattern of absenteeism presents itself, [Organization Name] will first meet with the employee to determine whether there is a workable solution to the attendance exceptions. Employees have a responsibility to do their part to work towards a solution and abide by the terms of the attendance agreement. If the attendance exceptions continue without reasonable cause and/or notice, [Organization Name] will institute the corrective action process following these three steps:

1. Verbal warning
2. Written warning(s)
3. Termination of the employment relationship

Each of these steps will be documented and copies will be provided to the employee to read and understand during the disciplinary meeting. For further guidelines on the corrective action process, [Organization Name] will refer to the Corrective Action Policy.