

POLICY#:	<u>DRAFT 12/13/17</u>		
POLICY TITLE:	<u>ATTENDANCE INCLUDING ATTENDANCE ISSUES</u>		
ORIGINATED:		REVISED:	
BOARD APPROVED:	AUGUST 2016		

Effective Date: *TBD: Target 2/1/18*

Prompt, regular attendance is a fundamental job requirement of all employees and allows us to provide our **quality** services and **standards** to our clients. ~~when we promised.~~ Excessive tardiness or absenteeism or tardiness cannot be tolerated. An employee who is deemed to be excessively ~~tardy or absent or~~ **tardy** by **CABC** will be subject to the **progressive discipline process** ~~disciplinary action, up to and including~~ **termination of employment** ~~discharge.~~

Staff must arrive and be prepared to commence work on time. Employees are responsible for notifying his/her Supervisor as well as Division Assistant, if applicable, of absences, late arrivals or early departures each day.

Staff should note that day to day "flexing" is not permissible without prior approval in writing.

In determining the excessiveness of absences or tardiness, **CABC** will consider factors such as, but not limited to:

- ~~• **EXCESSIVE ABSENCES/TARDINESS/DISMISSALS** i.e., numerous days off in a month or other time period.~~
- ~~• **EXCESSIVE, UNPAID TIME** i.e., the employee is absent or tardy often enough that he or she does not have enough paid time off to cover said absence, tardiness or early dismissals.~~
- ~~• **PATTERNED ABSENCES/TARDINESS/EARLY DISMISSALS** i.e., Mondays and Fridays or absences/tardiness in conjunction with other days off such as holidays or personal days. Also included is repeated or patterned absences/tardiness/early dismissals from meetings, trainings, etc.~~

Unscheduled Absence An unscheduled absence occurs when an employee fails to report to work on a scheduled workday or working less than a scheduled workday – regardless as to whether the employee calls in.

Examples: Absences due to traffic, car trouble, caring for a family member, or home emergency, etc.

Unscheduled absences count as 1 occurrence per situation.

Absences on consecutive workdays for the same reason will count as 1 unscheduled absence.

Pattern Absences	<p>Unscheduled absences the day before or after a scheduled holiday, vacation, or personal day; a specific day of the week, or as sick leave.</p> <p>Example: An employee calls off after being denied a particular day off.</p> <p>Pattern Absences may also be defined as consistently not following proper call off notification procedures or leaving work without providing proper notification.</p> <p>Pattern absences count as 1 occurrence per situation.</p>
Tardy	<p>Failure to report to an employee's work area and be prepared to work at his/her scheduled start-time, including returning from breaks and meal periods.</p> <p>Tardy absences count as 1 occurrence per situation.</p>
Unpaid Time Off	<p>Before any unpaid time off is taken, all accrued paid time (i.e. vacation, personal, sick) must be exhausted.</p> <p>When an employee is absent or tardy and does not have enough paid time to get compensated for the absence.</p> <p>Approved unpaid time off may still be considered an occurrence. For example, even though approval is granted for time off since a substitute can be found, excessive unpaid time off is unacceptable.</p> <p>Unpaid time off absences count as 1 occurrence per situation.</p>
No Call/No Show	<p>An unscheduled absence without any or proper notification to the employee's supervisor.</p> <p>1 no show/no call absence count as <u>3</u> occurrences.</p> <p>3 or more consecutive workdays of no call/no show may be considered job abandonment and result in termination of employment.</p>
Scheduled Absence	<p>Scheduled absences do <u>not</u> count as an occurrence.</p> <p>A scheduled absence occurs when an employee requests and is approved to take time off.</p> <p>Examples: Approved sick pay, vacation (with or without pay), personal holidays, jury duty, military related, bereavement leave,</p>

FMLA (Family Medical Leave Act) Leave of Absence or Personal Leave of Absence.

When an employee has accumulated 2 occurrences, an employee will receive a verbal counseling. The conversation will be documented with signatures and placed in the employee personnel file.

Each occurrence thereafter will advance the progressive discipline process, up to and including termination of employment.

However, depending on the situation, progressive discipline may be accelerated, repeated, or taken out of sequence. CABC reserves the right to effect immediate termination, should it be warranted.

Verbal Counseling	2 occurrences
Written Warning	3 occurrences
Final Warning	4 occurrences
Termination of employment	5 occurrences

Occurrences will be tracked based on a School Year Calendar (Example: August 1 – June 15).