



Attendance Policy

Objective

The purpose of this policy is to set forth At Ease Home Care's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at, At Ease Home Care. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice at least 1 week in advance of the absence or time off.
 - The absence request is approved in advance by the employee's supervisor.
 - *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than 1 hour before the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

**A minimum of a 2 week notice is required for extended time off.

An unexcused absence counts as one occurrence for the purposes of policy enforcement. Examples of unexcused absences, but are not limited to:

- Waking up late
- Stopping on the way to work for personal reasons
- Traffic or public transportation delays
- Unapproved holidays

Employees with three or more consecutive days of unexcused absences *due to illness or injury* must provide At Ease Home Care proof of physician's care and a fitness for duty release prior to returning to work.

Tardiness and Early Departures

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than 1 hour prior to their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of policy enforcement.

No Call, No Show

A no call no show occurs when an employee fails to show up for a scheduled shift and does not call or notify At Ease Home Care about the absence. The event is a no call no show as soon as *the employee shift starts and the employee fails to report to work*. Each day that the employee does not report for their shift or call to notify a supervisor, is considered a no call no show event. If the employee fails to report for 1 day, with no contact to management for up to 24 hours after the missed shift, it's considered a voluntary termination by the employee.

Disciplinary Action

Excessive absenteeism is defined as three or more occurrences of unexcused absence in a 90-day period and will result in disciplinary action. Six occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Employee Signature _____ **Date** _____

Employer Signature _____ **Date** _____