

POLICY

The Poverello Center maintains a process to document leave, attendance and punctuality.

PROCEDURE

Lateness for work: Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your supervisor as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf. Subsequent to this, you must keep your Manager informed of your progress.

Wherever possible you should make dental, medical, business or other appointments outside your normal working hours. It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.

Absent: An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedure.

Tardy: An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time. In these instances, managers may replace the tardy employee for the full shift.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval
- Arrives to work past his/her scheduled start time may be replaced for the full shift at the discretion of his/her supervisor.

Time Clocks and Failure to Clock in/out: Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock at the beginning and/or end of their assigned shift;
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.

Departmental Notification Procedure: Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift. At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Sickness, Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism. An employee who fails to call in and report to work as scheduled for three consecutively scheduled workdays will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with Human Resources if this situation occurs. Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.

FMLA Leave: The Family and Medical Leave Act of 1993 (FMLA) governs only those organizations that have more than 50 employees. The Poverello Center, Inc. (TPC) does not comply with this requirement since TPC has fewer than 50 employees.

Other Medical Leave: An absence of three or more consecutive days out sick, may require a doctor's note/certification. The employee must bring the letter before returning to work, or it will be considered work abandonment if it is not turned in.

Another important reason for this note requirement is the nature of our organization. Most of our volunteers, clients and staff have a compromised immune system so it is necessary if staff or volunteer has been out due to illness, he/she must bring their medical letter before returning (without exception).

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 6/11/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending Date Established: 06.11.2019 Date Reviewed: N/A