

Absenteeism and Tardiness Policy (504)

THIS POLICY

Policy Number: 504

Effective Date: 06/30/2023

REPLACES POLICY

Policy Number: 504

Effective Date: 11/01/2002

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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 the assigned schedule may result in disciplinary action up to and including termination.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA). These exceptions are described in a separate policy.

Procedure:

- Employees who wish to take a day off must submit their request through the 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 unable to 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. This notification does not excuse the absence or tardiness but simply notifies the supervisor that a schedule change may be necessary.
- 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 may be terminated.
- Three consecutive days of “no call–no show” will be considered a voluntary resignation (termination).

Job Abandonment

When an employee does not report to work for three (3) consecutive scheduled workdays and does not communicate with the department as to his/her whereabouts or intentions regarding the job, department leadership should consider the employee voluntarily resigned and should process the appropriate paperwork. Prior to taking such action, department leadership should make reasonable efforts to contact the employee to determine the employee's intentions regarding the job.

Upon the passage of 3 days, the supervisor should complete a PAF in Paycom. The PAF should indicate that Wesley Woods considers the employee to have voluntarily resigned from employment due to job abandonment as of the last day he/she worked. The supervisor should send the PAF to Human Resources for approval. Human Resources will verify the PAF and send it to Payroll. This voluntary resignation status may be revoked, and current employment extended if the employee is subsequently discovered to have had an FMLA-qualifying event that reasonably prevented the employee from being able to notify Wesley Woods of the absence in a timely manner.

- 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.

Final Pay

Employees who are discharged shall be paid for all hours worked through the date of discharge. In addition, employees will be paid all accrued comprehensive leave- PTO hours if the employee has completed at least six (6) consecutive months of Wesley Woods employment in a leave-eligible status. The separation packet will be mailed within 30 days of the employee's termination to the home address on file.

Approved By: Terry Barcroft, President/CEO, Wesley Woods Inc
Last Date Reviewed: 9/01/07 Revised: 6/30/2023 by Doris Billingsley, CPO/VP Human Resources