

Policy Title: Attendance and Absenteeism

Policy Owner: Director of PTT Policy Originated by: PTT	Date Written: 10/1/13
Applicable Programs: All	Date Reviewed and Approved by PLT: 02/17/15, 04/21/15, 4/11/19, 4/14/22, 4/12/23
Statutory or Regulatory Citation:	Signature if needed:

Policy: Prompt and regular attendance is necessary to ensure effective agency programming and operations.

Procedure:

1. St. David's Center recognizes that on occasion an employee may not be able to report for work due to illness or emergency. In this case the employee is required to call his/her supervisor at least two hours prior to scheduled start time. If the employee is unable to reach the supervisor directly, the employee may leave a message but it is also the employee's responsibility to call back the same day as the absence to speak with his/her supervisor directly.
2. Employees are asked to conduct personal business outside of work hours. If time off is needed to attend to personal business, it is expected that employees will provide appropriate notice and request time off in accordance with the Leave of Absence and Personal Time Off policies.
3. Supervisory approval is necessary in advance of an absence to be considered an approved absence. Employees who do not receive their supervisors' approval for an absence from work are considered to have an unexcused absence.
4. Excessive absence from work, absence without appropriate notice, or an absence without supervisory approval may be considered a performance issue and is subject to disciplinary action up to and including termination of employment.
5. An employee who is absent from work for two consecutive days without contacting his/her supervisor, or who does not return from an approved leave of absence on the scheduled return date, may be considered to have voluntarily terminated his/her employment with St. David's Center.

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment: