

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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**Policy:** The purpose of the Attendance Policy is to provide both supervisors and employees at St. Joseph Academy clear guidelines on the expectations of employee attendance and guidelines for disciplinary action. St. Joseph Academy considers regular attendance an essential job function. Employees are expected to arrive at work on time, return from scheduled breaks on time and remain working until the end of their scheduled shift. Absence and tardiness can cause undue hardship on co-workers.

## Definitions

- An *absence* is defined as any unscheduled time away from work. This means that there was no advance approval from your supervisor.
- A *late* is defined as arriving at your workstation or classroom after the start of your scheduled shift, and includes returning to your workstation or classroom late past the end time of a scheduled break.
- *Leaving early* is defined as leaving any time prior to the end of your scheduled shift.
- *Scheduled workday* is any time that an employee is scheduled to work, including voluntary and mandated overtime.
- Employees who do not give advance notice of an absence according to department guidelines, and/or are late reporting to their work area will be disciplined according to this policy.

The following exceptions are not counted as absenteeism/tardiness under this policy:

- Approved Leaves of Absence per SJA policy
- Pre-approved: scheduled Paid Time Off (PTO or Personal Days), scheduled holidays, bereavement leave, jury duty, and military leave
- Hospital confinement, including day surgery (exclusive of the Emergency department except when approved by the employee's manager)
- A verified absence due to work-related injury
- Absences pre-approved in writing by Manager/Supervisor according to department guidelines
- Absences related to any FMLA qualifying condition with proper documentation and approval
- Tardiness approved by the President/CEO, Supervisor or Human Resources Director for extraordinary circumstances such as weather related emergencies
- Tardiness due to malfunctions of the time clock or approved reason, which is verified by the department supervisor and/or Human Resources

*Family Medical Leave Act (FMLA)* explicitly asserts that an employee cannot be penalized and/or disciplined under a no fault attendance policy for absences which qualify under the FMLA. Under the FMLA, a serious health condition is defined as one which requires either inpatient care or continuing treatment by a health care provider. Employees who wish to have their absences excused due to being a FMLA qualifying condition, should submit the proper documentation from a physician to substantiate the reason for the absence. Refer to SJA Leave of Absence Policy for further clarification and explanation of the eligibility.

### Rolling Calendar

Attendance will be reviewed over a consecutive, rolling, twelve (12) month calendar year. This means that the calendar year shifts as time moves forward.

- To determine the number of occurrences in any 12-month period, look 12 months back from the date of the attendance occurrence and count the number of occurrences in that 12-month period.
- As time moves forward so does the 12-month period. This is a way to eliminate occurrences.
- Each absence, late, and leave early will be on record for one year after the absence, late, or leave early.
- On the anniversary of the absence, late or leave early the occurrence will expire, reducing the total number of occurrences for the rolling calendar year.

### Attendance Documentation and Corrective Action

- For days of absence, any earned Paid Time Off (PTO) will automatically be used.
- If an employee is absent due to illness, the supervisor may require a physician's statement for the employee to return to work. This will help prevent communicable diseases in accordance with the licensing rules.
- For three (3) or more consecutive days of illness, a physician's statement is necessary for the employee to return to work.

#### *New employees:*

- allowed one (1) late per month and two (2) absences in their initial 90 days of employment
- One no call, no show in the 90 day period will be automatic termination.
- Corrective action will be used for excessive lateness and absenteeism and will be considered for termination at three (3) chargeable absences or patterns of habitual lateness

#### *After 90 Days of Employment:*

- Each employee is allowed two (2) late incidents per month and five (5) absence occurrences before any chargeable absences are tabulated on their attendance record. Absences include: leave early and/or full day absences (i.e. sick days).
- Consecutive absences for the same reason will count as one (1) absence.
- No call, no show occurrences are considered unacceptable by SJA and subject the employee to the progressive disciplinary process. Each no call, no show will be an automatic written warning which will be placed in the employee's file.
- Two (2) no call, no shows in any 12-month rolling calendar year will be cause for termination
- Two (2) consecutive scheduled shifts of "no call, no show" is viewed as job abandonment and institutes your resignation effective the end of the second scheduled shift.
- Progressive corrective action will occur for excessive absenteeism and habitual lateness incidents within a rolling 12-month period. Written documentation will be used and placed in the employee's file.

*Verbal Counseling* will be given for each late or absence

7 total absences will result in a *Written Warning*

8 total absences will result in a *2<sup>nd</sup> Written Warning*

9 total absences will result in a *Final Warning*

10 total absences may result in *Termination*

- Employees may be terminated without proceeding through each step as outlined in this policy once a final written counseling has occurred and he/she has received two written warnings for other policy infractions during the same eighteen (18) month period.

Department Policies and Procedures:

- Each department will develop policies and procedures for reporting absences/tardiness.
- These policies must be reviewed with employees, included in the Departmental Policy manual, and placed on file in the Human Resources department.
- Attendance is taken into consideration during performance reviews.
- Written warnings or verbal counseling must be completed when the total occurrences have entered the established range for that level of counseling no later than the end of the following pay period. Should an employee be absent during this time period, counseling will be conducted as soon as the employee returns to work. All counseling levels must be given prior to termination, and must occur at the intervals specified.
- The Department Manager/Designee is responsible to:
  - accurately record, on at least a bi-weekly basis, their employee's attendance record
  - approve or deny an employee's request for permission to be absent
  - request, if applicable, additional documentation to support an absence
  - determine whether an absence is necessary or justifiable
  - deny pay for an absence in violation of this policy

Approved by:   
Director of Human Resources

Date: 2/10/21

Approved by:   
President/CEO

Date: 2/9/2021