

Staff Attendance Tracking Policy

ST. JOSEPH ACADEMY

Department:	ECEC
Number:	800.4
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Page:	1 of 2

I. Policy:

The purpose of this procedure is to ensure that the ECEC Management team properly monitors employee attendance. The ECEC program must rely in the teaching staff to maintain group size and ratios. St. Joseph Academy considers regular attendance an essential job function. Clear guidelines define the expectation of employee attendance as well as provide a guideline for disciplinary action purposes. 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. Absences and tardiness can cause undue hardship on other staff. Attendance is taken into consideration when annual evaluations are completed.

II. Procedure:

A. The ECEC Management Team will approve time cards and monitor staff attendance. This includes correcting all incomplete timecards, tracking staff attendance, and notifying other Leadership staff when it is necessary to counsel a staff on their attendance.

1. Attendance is reviewed over a consecutive, rolling, twelve (12) month calendar year, or over a calendar year that shifts as time moves forward. Each absence, late or 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.
2. New employees are allowed one (1) late per month and two (2) absences in their initial 90 days of employment. 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. One no call, no show in that 90 days will result in automatic termination.
3. After 90 days, each employee is allowed two (2) late per month and five (5) absences before any chargeable absences are tabulated for attendance records. Absences include: leave early and/or full day unscheduled absences.
4. Consecutive absences for the same reason will count as one (1) absence.
5. No call, no show occurrences are unacceptable by St. Joseph Academy 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 show's in a 12-month period will be cause for termination. Two (2) consecutive no call, no shows are

viewed as job abandonment and institutes termination effective at the end of the second scheduled shift.

6. 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 chargeable late or absence.

Written Notification will be given for 2 chargeable absences (7 total absences)

2nd Written Notification will be given for 3 chargeable absences (8 total absences)

Final Counseling for 4 chargeable absences (9 total absences)

Termination may result for 5 or more chargeable absences (10 total absences)

7. 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.
8. Written notification or 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. All counseling levels must be given prior to termination and must occur at the intervals specified.
9. Management reserves the right to bypass any step in this process and move immediately to termination as deemed necessary in the best interests of St. Joseph Academy.

Approved by:



President/CEO

Date

