

ATTENDANCE

Applicability: This policy applies to all non-exempt hourly employees.

Oak Hill depends on all of its employees to meet its mission, serve its program participants and to function as an effective organization. Therefore, it is important that all employees come to work and arrive on time. Because Oak Hill's program participants deserve and require consistent programming and services, consistent attendance and punctuality are critical job requirements for employees who provide direct care. While administrative employees may work more flexible schedules, they are expected to meet Oak Hill attendance requirements and the expectations established by their supervisor or department head. Employees who violate the following requirements are subject to progressive discipline, up to and including discharge.

I. Notification Requirements

1. Each employee working in a position for which replacement coverage is required must make direct verbal contact with his/her supervisor when calling out for scheduled hours, moving up the chain of command as appropriate or necessary. Leaving voicemail messages is not sufficient. All other employees must follow the notification procedures established by their supervisor or their department head.
2. Each employee must make reasonable attempts to contact his/her work location when calling out for scheduled hours.
3. Except in cases of emergency, each employee working in a position for which replacement coverage is required must call out at least four hours prior to the start of his/her shift.
4. No employee working in a position for which replacement coverage is required may cancel more than two shifts per calendar month that he/she accepts through the scheduling system.

II. Tardiness and Punching/Sign-in Requirements

1. No employee working in a position for which replacement coverage is required may be late more than once in any calendar month. An employee is considered late when he/she punches or signs in after the scheduled work time. For example, an employee is considered late if he/she punches in at 7:01AM for a shift that begins at 7:00 AM.

2. Each employee working in a position for which replacement coverage is required must observe all time clock punching and sign-in procedures, including those procedures dealing with breaks. Unless approved by his/her supervisor, such employee is required to punch or sign in no earlier than seven minutes prior to the start of the shift or scheduled hours and punch or sign out no later than seven minutes after the end of shift or scheduled hours. The purpose of this seven minute "window" period on each end of the shift is to provide an opportunity for staff to complete shift change responsibilities including sharing information, Kardex review, narcotics counts and counting petty cash. More than two early punches in, late punches out or missing punches in any calendar month is a violation of time-clock requirements.

III. Training Session Attendance Requirements

Each employee is required to attend and be punctual for all training sessions, including site-specific trainings and staff meetings. The notification and punching/sign-in requirements contained in Sections I and II above shall apply to all such trainings and staff meetings.

IV. Abuse of Sick Leave

1. An employee working in a position for which replacement coverage is required is considered to abuse sick leave when he/she:
 - a. Uses sick or unpaid leave the day before or after a regularly scheduled day off more than two times within any calendar quarter.
 - b. Uses sick or unpaid leave in any pattern more than two times in any calendar quarter, for example calling out on snow days or on a particular day in a week.
 - c. Uses sick or unpaid leave in a single occurrence for any reason more than one time within any calendar month.
2. The enforcement of these requirements shall not conflict with the Americans with Disabilities Act (ADA), the State and Federal Family and Medical Leave Acts (FMLA) and other applicable state and federal laws. Any employee who feels he/she is entitled to the benefits and protections provided by these laws should contact the Director of Compensation and Benefits in the Human Resources Department.
3. Administrative employees are expected to come to work as scheduled and are subject to discipline for any abuse of sick or other leave time.

V. Emergency Use of Personal Leave

Oak Hill understands that from time to time there will be emergency situations which interfere with an employee's ability to get to work on time. In order to avoid being considered late under this policy, an employee may use emergency personal time in fifteen-minute increments with prior approval of a supervisor, moving up the chain of command as necessary or appropriate. The supervisor may require verification or documentation of the emergency or extenuating circumstances that warrant use of such emergency personal time.

VI. Discipline

An employee is subject to progressive discipline for violation of any of the requirements of this policy. Each violation of any of the four categories (A-D) listed above is considered a separate offense for purposes of progressive discipline. For example, an employee may be at one disciplinary level for violation of the notification requirements and a different level for a separate violation of the punching/sign-in requirements. Once an employee is at the suspension level for any violation category, however, all violations of this policy are combined for the purposes of progressive discipline. If an employee does not violate any provision of a specific category of this policy for a period of six consecutive months, any current discipline for violation of that category will be rolled back to the previous level of discipline.

Cross-reference: Badge and Time-Clock Policy
Discipline and Discharge
FMLA
Sick Leave
Storm Policy

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