

# **The Roman Catholic Diocese of Burlington**

## **Parish H.R. Policies and Procedures**

<b>SUBJECT: Attendance and Punctuality</b>	<b>Policy Number HR 0003</b>
	Section: Human Resources
	Sub-Section: Standards
	Date: November 1, 2013

### **INTRODUCTION**

Attendance and punctuality are important to the successful operation of the Parish. Reliable attendance is an essential part of employee performance. Employees who are frequently absent from work, or who are not present when the workday begins, reduce their own productivity and lower the morale of their fellow workers.

### **POLICY**

This policy has been developed to increase attendance and punctuality and to promote fairness and consistency. Any employee that has multiple occurrences of any combination of tardiness, partial days and absenteeism, may receive disciplinary action, up to and including termination of employment.

### **PROCEDURE**

1. If an employee is unable to report to work or will be more than 30 minutes late, the employee is required to notify the Pastor/Administrator or appropriate supervisor. Such notice must be given as far in advance as possible and at least by the start of the scheduled workday. The employee should report the expected date and time of return to work, and if unknown, a call to the Pastor/Administrator will be required each day.
2. In the event that an employee is absent for three consecutive days, the Pastor/Administrator should notify the bookkeeper/accountant. An employee who is absent for three or more consecutive days and fails to notify the Pastor/Administrator or appropriate supervisor will be assumed to have voluntarily resigned and will be removed from the payroll.
3. Each case of excessive occurrences of absence must be handled individually. Pastor/Administrator's should research with the employee the causes of the excessive absenteeism. If an employee has multiple occurrences of any combination of being tardy or absent, the employee will receive disciplinary action, including written notification of the policy and violation. Further offenses will cause progressive disciplinary action, up to and including termination.

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4. The events that will not be considered as absences for the purpose of disciplinary action are:

- Exercising rights under the Vermont Parental and Family Leave Act
- Jury Duty
- Military Leave/Military Service
- Work Related Injury (Worker's Compensation)
- Layoff due to lack of work
- Natural emergencies when government prohibits employees from reporting to work
- Vacation
- Holidays/Holy Days (fixed or floating)
- Approved Time Off

*\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*

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