

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Procedures

SUBJECT: Attendance and Punctuality	Policy Number HR 00016
	Section: Human Resources
	Sub-Section: Standards
	Approved Date: March 1, 2010 Updated: October 1, 2017

INTRODUCTION

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

POLICY

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

PROCEDURE

1. If an employee is unable to report to work due to illness or an emergency the employee must provide a 4 hour notice, of which, the employee is required and must notify their appropriate supervisor or department manager. (In Nursing if the DON is not available the charge nurse may be contacted.) Such notice must be given via phone, not text or email, and the employee must make the phone call. If there is no call to the supervisor/department head (or charge in case the DON is off), this will be interpreted as a “no show”. **If an employee has three actions of this type, (“no call” to the supervisor/department head or Charge in absence of DON), this will be interpreted as a voluntary termination of employment.**
2. The schedule will be posted a minimum of 14 days ahead to assist with employee personal planning. If the employee cannot work a scheduled day due to a personal conflict, the employee must find an employee to replace those hours. It is the employee’s responsibility to find their own replacement. The employee must notify the supervisor or department head as soon as a replacement is found so the Time and Attendance system can be adjusted. The supervisor or department head has the right to refuse the replacement due to responsibility of the employee or needs of the operation. If this is the case, the employee must find another replacement.
3. In the event that an employee is absent for three consecutive days, the Administrator should notify Human Resources. An employee who is absent for three or more consecutive days and fails to notify their supervisor will be assumed to have voluntarily resigned and will be removed from the payroll after approval of the Executive Director of Human Resources. An employee who is absent for three or more consecutive days and provides notification during this time to their supervisor, must submit a doctor’s note stating the reason they were out and if they are “fit to return” to work.
4. Each case of excessive occurrences of absence must be handled individually. Supervisors 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, disciplinary action may occur, up to, and including termination.
5. The events that will not be considered as absences for the purpose of disciplinary action are:
 - Exercising rights under the 1993 Family and Medical 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
 - Approved Paid Time Off

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**This policy replaces, revokes, and rescinds all former policies, including VCCI Human Resource Policy HR-022 and 023, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*