Policy 4077 - Absence Policy

Excused

- Medical appointments with a doctor's note that are communicated at least 3 business days prior. Advance notice is always preferred.
- Sickness of 1 day. Max of 5 occurrences per calendar year. Then doctor's note required.
- Sickness of 2+ days with a doctor's note.
- Planned vacation/PTO time with at least four weeks' notice approved by supervisor.
- Automobile care with receipt OR photo with employee and the car.
- Bereavement leave with proof of passing.
    - Ex. Obituary, police report, death certificate
- Additional reasonable circumstances with proof as determined by supervisor.

Unexcused

- Any no call no show.
    - We do not hear from caregiver before a client's appointment start time.
    - Ex. Wake up late; misses a full day of appointments without communicating with office; no response from caregiver in 3 days.
- Medical appointments without a doctor's note.
- Sickness of 1 day, 5+ times in a calendar year without a doctor's note.
- Sickness of 2+ days without a doctor's note.
- Automobile care without a receipt OR photo with employee and the car.
- Refusal to see patients because employee is out of gas.
- Refusal to see another patient within employee availability if scheduled patient cancels.
- Additional circumstances as determined by supervisor.

After two unexcused absences, employee will receive a written warning. After three unexcused absences, a performance improvement plan will be implemented. Information on this plan is listed under *Progressive Discipline*.

We strive to provide our caregivers with as much flexibility as possible. To support this, caregivers can set their own availability on a month-by-month basis. We ask that caregivers update their availability **by the 1st of each month for the two months ahead**. **For example, August and September's availability should be entered by July 1st.**

Please consider childcare needs, doctor's appointments, events, vacations, and other personal commitments when setting your availability.

After the 1st of the month, any changes to previously submitted availability must be made by contacting your supervisor. If at least **two weeks' notice** is not provided for an availability change, the absence policy may be applied, when reasonable, as determined by your supervisor.

To AVOID unexcused absences:

- Let us know as soon as possible if changes need to be made to your availability.
- Communicate upcoming events or appointments.
- Avoid no call no shows. We take these VERY seriously. Our clients depend on us.
- Check to ensure you have enough gas in your tank for a full day's work the night before.
- Provide required proof of absence as outlined above.

Incentives

We would like to recognize those employees who have outstanding dependability and service. For employees that work over 20 hours per week, they are eligible for the opportunity to earn a $50 gift card. If you do not have **any unexcused absences** in a 90-day period, you will be sent the $50 gift card.