

ATTENDANCE AND ABSENTEEISM

Policy No: HR 12-020.1

PURPOSE

To clarify agency expectations regarding attendance and absenteeism.

POLICY

"The Care Group of Texas" will expect all personnel to adhere to standards of attendance and punctuality.

Personnel's presence at work is depended upon. Absenteeism may adversely effect co-workers as well as operations of the agency. Absenteeism may create understaffing that threatens patient care or overstaffing that inflates the payroll.

PROCEDURE

1. Work hours will be established within the specific guidelines of each position and/or patient needs.
2. Supervisors will require employees to give advance notice, when possible, of lateness or absence. If advance notice is not possible, notification by phone must be given by the employee to his or her supervisor. The employee must speak with a person and leave a working callback number.
3. If personnel are sick or unable to report to their assignment, the supervisor/designee must be notified so that arrangements can be made for coverage in their absence. Notification should occur four hours before the beginning of the workday or earlier, if possible, so service can continue without interruption. The employee must speak with a person and leave a working number (for a callback).
4. Absenteeism without notification (no call/no show) for 3 consecutive days will be considered as voluntary resignation.
5. Inconsistent attendance and excessive tardiness may lead to disciplinary action including termination.
6. Absenteeism will be monitored by supervisors as follows:
 - A. Friday or Monday absences or any absences that follow a pattern
 - B. Weekend absences during which work is scheduled
 - C. Days preceding or following holidays
 - D. Not calling in on the day of absence
 - E. Excessive use of sick leave benefit

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7. Employees who must be absent for personal reasons or medical appointments will be advised to schedule such appointments outside working hours, if possible. When the need for being absent from work is known in advance, the employee will notify the supervisor immediately. See Policy ("Unpaid Personal Time Off and Family Medical Leave").
8. Employee attendance will be evaluated by each supervisor in connection with employee performance appraisals. The records of employees with attendance problems will be reviewed more frequently.
9. Chronic absenteeism, lateness or other unusual infractions of attendance standards will be handled according to "Disciplinary Action" policy. Six or more unexcused absences in a year are considered excessive.

For absences lasting more than three days, you must contact your Human Resources Department or to determine whether you may qualify for either family and medical leave or disability pay. **Employees who have been absent for more than three consecutive days for medical reasons are required to provide their supervisor with a medical release before returning to work. A signed release from your physician will also be required before you return to work when you have:**

1. Undergone surgery of any kind.
2. Been hospitalized for more than 24 hours.
3. Had a communicable disease.
4. Broken or dislocated bone.
5. Been treated for a muscle strain or spasm.

A physician's statement may be required at other times as determined by your supervisor.