


TIME AND ATTENDANCE POLICY 	POLICY NO.: LR: November 2016
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I. PURPOSE

The purpose of this policy is to establish the agency's expectations regarding time and attendance of the agency employees at the worksite and to set forth the consequences for employees who fail to meet those expectations.

II. POLICY

It is the policy of The Family Tree to assign each hourly employee a schedule of daily work hours. Employees are expected to be at their workstation/site ready to work at the beginning of the employees' assigned daily work hours and to remain at work until the end of the assigned daily work hours, except for approved time away and lunch hours. When an employee's work takes him/her away from the regular worksite, the employee must let the supervisor know where the employee is going and how long he/she will be gone.


Many of The Family Tree staff have hours different from typical business hours (e.g. 9am to 4:30 p.m.). However, all employees have regularly scheduled hours to perform their duties at various locations. Any departure from this schedule must be pre-approved by the supervisor.

Exempt employee schedules are dependent upon job requirements, and it is the responsibility of the supervisor to set the schedules in a manner that facilitates the fulfillment of those requirements.

III. PROCEDURES

A. Unscheduled Absences

1. An employee who is unable to report to work must contact his/her supervisor prior to the starting time on the first day of the absence, to give the supervisor as much time as possible to arrange for someone to cover the employee's position, as needed. If the employee is unable to call in personally because of illness, emergency or some other reason, the employee must be sure to have someone call on his/her behalf. The employee is expected to speak with his or her supervisor to communicate the reason for the unscheduled absences. Messages should not be left with the receptionist or another staff member, unless the employee's supervisor is unavailable. Information regarding an unscheduled absence should be provided via a person-to-person conversation and not communicated via voicemail, text message or e-mail.
2. Employees must call their supervisor each day they are unable to report to work, unless as in the case of an illness, the employee knows specifically, the date he/she will be able to return to work when he/she initially calls.
3. The Family Tree has the right to require medical documentation for any sick leave taken. Any employee returning to work from a sick leave of three or more consecutive days must present to his or her supervisor an original, signed approval to return to work form from the employee's medical provider.
4. If an employee fails to notify his/her supervisor of absence from work for two (2) days (whether consecutive or within a 12-month period), the agency may accept that action as the employee's notice of voluntary resignation.

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5. Employees who need to leave work (other than previously-approved time away or lunch periods) or arrive late should notify their supervisors as soon as possible. For late arrivals, a time of arrival should be given at the time of notification.
6. Employees should optimally request leave time one week in advance. Time off requests should be made via the Time & Attendance system. The Supervisor will determine the most suitable time for the employee to be absent from work.

B. Excessive Absenteeism or Tardiness for Hourly Employees


1. Absenteeism or tardiness that is unplanned or excessive in the agency's judgment is grounds for corrective action, up to and including termination. Employees may be considered excessively absent even though they still have unused paid time off or have used fewer than 10 sick days (or the equivalent in hours) a year.
2. An occurrence is an unscheduled and unapproved absence or sequence of absences from work regardless of length of time. Two unscheduled late arrivals, early departures or combination of each in a rolling twelve month period equal one day and one occurrence. How an employee is paid for an absence and/or lateness (vacation, sick, unpaid, etc.) does not impact whether or not the incident is counted as an occurrence.
3. An unscheduled late arrival or early departure, which precludes the employee from working at least half of the normally scheduled workday, is counted as one day and one occurrence.

The following is an outline of excessive occurrences that may result in a Performance Improvement Plan (PIP). Please note that this outline in no way obligates the agency to follow it step-by-step. Any step may be shortened or by-passed, depending on the severity of the situation and or other performance issues.

<u>ACTION</u>	Employees employed less than 2 months	Employees employed 2-6 months	Employees employed more than 6months
Verbal Warning	1 day/1 occurrence	4 days/2 occurrences	8 days/3 occurrences
Formal PIP	2 days/2 occurrences	5 days/3 occurrences	9 days/4 occurrences
Final PIP			10 days/5 occurrences
Termination	3 days/3 occurrences	6 days/4 occurrences	11 days/6 occurrences

C. Time and Attendance for Salaried Employees (Exempt from the Fair Labor Standards Act)

1. Salaried employees are expected to fulfill their daily responsibilities without regard to the hours it takes to perform the duties of the job. They will receive a full salary for any week in which work is performed regardless of the number of days or hours worked in the week. Generally, the weekly salary for exempt staff members may not be reduced due to a variation in the quality and quantity of work performed. Accrued paid time off may be used to cover any portion of the week, and the weekly pay will not be reduced, except under the circumstances described below.
2. The salary of exempt staff members may be reduced for the following reasons:
 - a. One or more full days for personal reasons when accrued vacation or personal leave is not available;

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- b. Absences of one or more full days occasioned by sickness (for family or self) or disability when accrued leave is not available;
 - c. Offset for fees received when on temporary military leave;
 - d. Unpaid disciplinary suspensions for one or more full days imposed in good faith for infractions of workplace conduct rules; and,
 - e. During the initial or terminal week of employment or probationary period.
3. The frequency of unscheduled absences and tardiness for salaried employees required to work onsite may be considered as a basis for disciplinary action when the absences interfere with the employee's ability to perform the work expected of that employee.


IV. RESPONSIBILITIES UNDER THE POLICY

A. Supervisors' Responsibilities

1. Supervisors have the following responsibilities with respect to the implementation of this policy:
 - Review with employees the agency's attendance and punctuality expectations and the process for reporting absences.
 - Review and approve the appropriate online Time Cards, ensuring the maintenance of complete and accurate attendance data.
 - Monitor occurrences of unscheduled absences or tardiness and take corrective action as appropriate. If the supervisor believes absenteeism or tardiness is excessive, he or she should discuss this with the employee. If there is no improvement after the discussion, the use of disciplinary action may be appropriate.
2. When reviewing employee absences and tardiness records for potential disciplinary action, supervisors should consider the reasons for the absence or tardiness, the total number of absences or tardiness, the number of continuous periods of absence or tardiness, and any patterns of absence or tardiness, such as absences on Monday or Friday, after other days off, or after pay day.
3. When discussing an absence or tardiness problem with employees, supervisors should focus on ways to correct the situation—being helpful but firm in pointing out that responsibility for solving the problem rests with the employees.

B. Employees' Responsibilities

1. It is the responsibility of each employee to read, understand and meet The Family Tree's expectations regarding time and attendance, including managing and recording absences in accordance with the procedures set forth above.
2. Employees must record work time accurately on their online Time Cards. Time and payroll records are legal documents. Falsification, destruction or misuse of these documents is not permitted and is grounds for corrective action, up to and including termination.

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Acknowledgement of Receipt of Time and Attendance Policy

I _____, acknowledge that I have received and read the Time and Attendance Policy.

Date

Employee Signature

Date

Witness