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| Attendance | **Last Revision:** | May 2020 |
| **Last Reviewed:** | May 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Palliation Choices   RightHealth®   * THA Services |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

To maintain a safe and productive work environment that is respectful of all employees, the Company expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place an unnecessary burden on other employees and on the Company. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule.

**POLICY**

**Definitions**

### Absent: An employee is deemed absent when he/she calls out and is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required.

### No Call No Show: An employee is deemed a No Call No Show when he/she fails to call in prior to the scheduled shift and report to work.

### Tardy: An employee is deemed to be tardy when he/she:

### Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.

### Takes an extended meal or break period without approval

### Arrives to work past his/her scheduled start time.

**Time Clocks and Failure to Clock In/Out**

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

* Failure to clock in/out on their designated time clock at the beginning and/or end of their assigned shift;
* Failure to accurately and timely report time worked.
* Clocking in/out early (or late) of assigned shift without prior approval.

**New Hire Learning Period**

Corrective Action Guidelines do notapply to all non-exempt and exempt employees who are in their 90-day learning period of employment, therefore, an employee within his/her 90-day learning period may be separated should their attendance not meet expectations; should the learning period be extended, this rule still applies.

**Holidays**

If an employee calls out of work the day before, the day of, or the day after a holiday, the manager will review the circumstances of the absence. Based on this review, the leader has the discretion to determine whether this incident has a higher regard of impact and it could lead to immediate corrective action, up to and including separation. Missing work the day before, the day of, and/or the day after a holiday or being late or leaving early will make you ineligible to receive holiday pay, unless a doctor’s note is provided excusing your time off.

### PROCEDURE

**Departmental Notification Procedure**

Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work or are requesting planned time away from work. Employees must request in advance to their leader or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

At the time of notification/call, the employee must notify their leader when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled workdays will be viewed as having abandoned their position and employment will be separated. The leader should consult with Talent Management if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Corrective Action policy.

If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee. Leaders should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.

**Management Notification Procedure**

Leaders are expected to follow up with their employees on any missed time from work immediately following any missed time. This conversation should be to check on the well-being of the employee, understand the reasoning for the missed time and address any performance concerns related to the missed time. Once this conversation has taken place, the leader is to complete the unplanned absence form and send to the VP of Talent Management.