

# Attendance Policy

## Purpose

This policy is designed to ensure a consistent and fair approach to managing employee attendance. Regular attendance and punctuality are essential for the efficient operation of the practice. This occurrence-based system provides clear guidelines for employees regarding acceptable attendance levels and the consequences of excessive absenteeism or tardiness.

## Definitions

- **Occurrence:** Any instance of unexcused absence.
- **Unexcused Absence:** An absence not approved.

## Excused vs. Unexcused Absences:

- **Excused Absences:** An absence will be considered excused if you follow the proper call out procedure and the reason for your absence is legitimate, such as contagious illness confirmed by a medical provider, a family emergency, or pre-approved time off. Medical documentation is required for absences due to contagious illness that has been confirmed by a medical provider. *(Please refer to our **Call Out Policy**)*
- **Unexcused Absences:** An absence is considered unexcused if you fail to follow the proper call out procedure, do not provide a valid reason for your absence, or your request for time off is denied but you fail to report to work. Unexcused absences may result in disciplinary action, up to and including termination. *(Please refer to our **Call Out Policy**)*

## Policy

### I. Occurrence Tracking

- A. Occurrence tracking is done consecutively. Calling out 2 days or more in a row within a week would count as one occurrence.
- B. Occurrences will be tracked on a rolling 12-month basis.

### II. Warnings and Disciplinary Actions

- A. **Oral Warning:** Issued after 3 occurrences within a 12-month period.
- B. **Written Warning:** Issued after 4 occurrences within a 12-month period.
- C. **Final Warning:** Issued after 5 occurrences within a 12-month period, indicating job status is in review and that any further occurrences may result in unpaid suspension or termination.
- D. **Unpaid Suspension or Termination:** May occur at or after 5 or more occurrences within a 12-month period, at the discretion of management.

### III. Procedure

- A. **Oral Warning:** A meeting will be held with the employee to discuss attendance issues and expectations for improvement. This will be documented in the employee's file.
- B. **Written Warning:** A formal written notice will be provided to the employee outlining the attendance issues and the consequences of further occurrences. This will be signed by the employee and placed in their file.
- C. **Final Warning:** A final written notice will be issued to the employee, stating that their job status is under review with a termination or suspension being considered. The notice will specify that any additional occurrences during this review period will guarantee the decision to terminate the employee. This document will be signed by the employee and placed in their personnel file.
- D. **Unpaid Suspension or Termination:** Management will review the employee's attendance record and decide on the appropriate action, which may include unpaid suspension or termination of employment.

**IV. Special Considerations**

- A. **Medical Leave:** Absences covered by approved leave (e.g., Family and Medical Leave Act, approved vacation) will not count as occurrences.
- B. **Work-Related Injuries:** Absences due to work-related injuries will be handled in accordance with workers' compensation laws and will not count as occurrences.

**V. Review and Adjustments**

- A. The practice reserves the right to review and adjust this policy as necessary to ensure its effectiveness and compliance with applicable

**Acknowledgment**

Employees are required to acknowledge receipt and understanding of this policy. Failure to adhere to the attendance policy may result in disciplinary action up to and including termination of employment.

I have received and read the Attendance Policy Using Occurrences. I understand the policy and the consequences of not adhering to it.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_