



4.1 ATTENDANCE

Tardiness is defined as failure to be at the work site, or training site, punched in and ready to work at the time scheduled.

When employees arrive late for work, the scheduling and plans for the people we support may be seriously affected. Tardiness places an unfair burden on co-workers who must remain on duty after their scheduled shift.

Employees who are unavoidably detained must call the program or their direct supervisor to ensure coverage until they arrive at work. LADD may, at its sole discretion, remove a tardy employee from the schedule for the rest of the shift.

Excessive tardiness may result in disciplinary action up to and including separation from employment.

Absenteeism is defined as a failure to appear for a scheduled or agreed upon shift, which includes scheduled training.

Due to the nature of services provided that are 24 hour/7/365 days a week, attendance is critical. Every employee is required to ensure that there is sufficient staffing on every scheduled shift for the people we support before leaving their shift.

Employees who find it necessary to be absent from work are responsible for following the Staffing Policy.

All employees are required to work a minimum of one shift per pay period to remain active on the payroll. The shift must be physically worked, meaning no covering the shift with another employee. If an employee does not work their scheduled shift as part of the requirement, available Flex Time will be applied. If the employee continues not to work the scheduled shift for multiple pay periods (not necessarily consecutive), LADD may consider it a voluntary separation from the company.

Disciplinary action will be taken for problematic absenteeism and/or failure to follow the Staffing Policy up to and including separation from employment.

If an employee is absent from work for more than 3 consecutive days without contacting Management; on the fourth day LADD may request medical documentation for employees who are off due to illness; all other employees will be removed from payroll as a voluntary quit.

[Click Here to View the Staffing Policy](#)