



4.10 SCHEDULED HOURS

Due to the nature of support services provided 24 hours per day, 7 days per week, 365 days per year for vulnerable children and adults, it is important that employees understand that they may be asked to work any hours of the week, including holidays. During time of staffing shortages or other emergencies, mandatory overtime and/or working in another location will be required in order to keep people safe.

It is necessary that employees be at the work site and/or scheduled training ready and able to start work at the scheduled time and must remain at the work areas until they are relieved of their duties by another trained employee and/or excused by Management.

Any hours worked beyond the scheduled hours must be authorized and preapproved by Management. Employees are not permitted to add, delete or edit schedules in any way. Management will set a schedule based on the needs of the people supported. Employees must work their scheduled shift or follow the Staffing Policy to ensure the shift is covered and the needs of the people are met at all times. Problems related to schedules must be discussed with Management. 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.

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.

Schedules are subject to change at any time based on the needs of the programs. Disciplinary action leading up to and including separation from employment will occur for failure to follow the Staffing Policy.

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

WE MAKE THE DIFFERENCE