

STAFFING POLICY

PURPOSE

In order to efficiently operate the business and maintain standards and schedules, employees are expected to be present for work, on time, for every scheduled shift. Regular attendance and punctuality are essential functions of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship on the program and to the Person Supported.

It is important that you are on the job as scheduled, at the proper time, and remain there until you are relieved. This is a job essential requirement. Frequent tardiness and excessive absenteeism can lead to serious performance problems and result in corrective action, up to and including separation from employment.

On February 21, 2025, The Paid Medical Leave Act was replaced with the Earned Sick Time Act. According to the Earned Sick Time Act, employees must accrue 1 hour of earned time for every 30 hours worked. Starting on February 21, 2025, hourly employees will begin to accrue 0.035 hours of Flex Time for every hour worked, which amounts to 1.05 hours of Flex Time accrued for every 30 hours worked. Newly hired employees will accrue the same amount of Flex Time, but they cannot use their accrued Flex Time until they have been employed for 90 consecutive days. Salary Exempt and Salary Non-Exempt employees are frontloaded with all Paid Time off. The Flex Benefit year, which is a 12-month period of time is on the employee's anniversary date with the exception of Salary Exempt employees whose Paid Time Off runs from January 1st, through December 31st.

SCOPE

This policy applies to all Employees.

POLICY

It is necessary for staff to be available to the vulnerable people who are receiving services. Therefore, every LADD employee has a responsibility to ensure that adequate staffing is available at all times for the people supported by LADD. In the event of employee absence from a scheduled shift employees are expected to communicate to their immediate Supervisor within 4 hours before the start of their shift if they are going to be absent from work due to illness. All other absences require employees to follow the process of covering their scheduled shift. Employees can also request to trade shifts with another trained employee following the procedure below.

If an employee does not report for their scheduled shift, the employee currently on shift must remain on shift until another employee arrives at the site or the employee is excused by Management. The employee on shift must notify Management immediately that the relief employee has not shown up for shift.

Employees who are absent from work due to illness and have Flex Time available will be required to use their Flex Time hours for that shift. LADD will follow the Earned Sick Time Act. Whenever possible, requests for a day off must be made in advance of the schedule being posted. Vacation requests should be made at least three weeks in advance. Management will review emergencies.

Schedules are entered into the time keeping system, 3 weeks in advance, and posted in the program. Whenever possible, employees should schedule all medical and personal appointments outside of scheduled work hours. Unscheduled absences, late arrivals, and early departures are subject to

disciplinary action up to and including separation from employment. Employees who expect to be absent, late, or leave early are required to notify their immediate Supervisor as soon as possible to assist with finding coverage, however if an employee is going to be absent due to illness, they must notify management at least four hours prior to the start of their shift or as soon as practicable.

PROCEDURE

All employees are responsible for fulfilling the Staffing Requirements listed below:

1. In the event of a foreseeable absence from work based on the criteria as outlined in the Earned Sick Time Act for the employee or employee's family members, employees must contact their immediate supervisor 5 days prior to the event. If the need for sick time is unforeseeable, the employee is required to contact their direct supervisor within 4 hours of the start of their shift or as soon as practicable to allow time for Management to find adequate coverage for that shift.
2. An employer shall permit an employee to use the earned sick time accrued for any of the following: for the Employee's or Employee's family members mental or physical illness, injury or health condition, medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition, or preventive medical care for the employee or employee's family member. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
3. Earned Sick Time must be used in one-hour increments unless the current balance is under one hour of time.
4. If an employee uses Earned Sick Time for a purpose other than described above, we may take adverse personnel action against the employee. LADD cannot take retaliatory personnel action against an employee for requesting or using earned sick time for which an employee is eligible. Employees can file a complaint with the Michigan Department of Labor & Economic Opportunity Wage and Hour Division
5. All other absences require employees to follow the procedure for requesting time off. Employees who have accumulated Flex Time hours will be required to use their Flex Time to be paid in the event of absence from a scheduled shift. Please see Flex Time policy for additional details for requesting time off.
6. Any unused Flex Time will automatically roll over to the employee's accrual bank on the employee's anniversary.

7. No Call No show for scheduled shifts or training may result in disciplinary action.
8. A Shift Change Notification Form is to be used when switching shifts with another trained employee and turned into their immediate Manager. Both the employee scheduled to work and the employee that has agreed to work the shift must sign the Shift Change Notification Form. If an employee cannot sign the form with another trained employee, they must notify Management verbally of the change and confirm Management agrees with the change.
9. When an employee requests to use Earned Sick time for more than three consecutive days off, we reserve the right to require reasonable documentation that the Earned sick time has been used for the purpose described under number 2 above. Upon request from the employer, the employee must provide the documentation no more than 15 days after the request date.
10. Due to the nature of our business, we are unable to employ employees with excessive absences or emergencies preventing their timely attendance at all scheduled shifts.
11. 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.
12. Salary Exempt and Salary Non-Exempt employees please see the Salary Exempt Benefits and Non-Salary Exempt benefits specific to your position for additional details on Paid Time Off.

STAFFING REQUIREMENTS

Once a schedule is posted, employees are required to work that scheduled shift. If they are unable to work due to a foreseeable circumstance, an employee is asked to switch their shift with another employee. If it is an unforeseeable circumstance an employee is expected to give their direct supervisor a 4-hour notice or as soon as practicable if they are off work due to an illness, all other absences require the employee to cover their scheduled shift.

1. At least one fully trained employee must be on each shift and can follow the plan of service including the Personal Profile.
2. There will be no overtime allowed unless approved by Management.
3. Management must be informed of the Shift change via a completed Shift Change Notification Form or a phone call.
4. Employees must use their Flex Time accumulated hours when calling off for an illness, if Flex Time is available for use.
5. Any employee who is aware of a co-worker or replacement staff who do not report for their scheduled shift must immediately contact Management.
6. Employees must stay on shift until another fully trained employee arrives at the site or is excused by Management.

Please note the following:

1. Emergency phone numbers are posted in the program.
2. Employee phone numbers are available at the program.

3. Excessive or problematic absences and/or tardiness will result in disciplinary action, 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. If an employee is absent from work for medical reasons for self or a family member, FMLA paperwork will be submitted to Human Resources who will send paperwork to the employee provided they qualify per federal law.
4. If the employee does not qualify for FMLA, a Leave of Absence may be requested for employees who qualify under the Federal Pregnant Workers Fairness Act. All requests must be made in writing and submitted to the Human Resources Director for review and eligibility. Medical absences beyond 3-days require a doctor's note releasing the employee back to work.
5. If the employee has restrictions, LADD will make every effort to accommodate the restrictions, which may require a transfer from the current location, or a reduction in work hours.

