

American Home Health Corporation

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ATTENDANCE POLICY		
Effective December 2010 Reviewed:	Revised : 02/01/2011	

POLICY:

Employees are expected to report for duty as scheduled and notify the office in a timely fashion whenever they are not able to do so.

PURPOSE:

The purpose of this policy is to define acceptable standards for personal attendance and to promote the use of a fair and equitable process that encourages positive behaviours by minimizing time away from work.

DEFINITIONS

Absence: A failure of an employee to report for and remain at work for the prescribed time that his/her services are needed. This includes work for which the employee is normally scheduled, work outside the usual schedule and to any events in which the employee is required to participate or in which the employee has volunteered or requested to participate.

Scheduled Absence:

A) Properly Scheduled: A properly scheduled vacation day, personal day, holiday, or a doctors appointment. Properly scheduled is defined as happening five business days prior to the time is being requested.

B) Unforeseen Circumstances: A bereavement day; an absence for purposes of military service; an absence for purposes of jury duty or to appear as a witness in response to a subpoena; a day on which the employee has been asked by American Home Health not to appear for scheduled work; a day taken as part of a leave under the Family and Medical Leave Act (FMLA), or the Victims of Economic Security and Safety Act (VESSA).

Unscheduled Absence: An unscheduled absence is an absence from work which is not requested and approved in advance. Cancellations not meeting the scheduled absence definition are considered unscheduled absences.

Occurrence: An unscheduled absence or tardy. A single occurrence may involve consecutive days of absence without a return to work in between, except in the case of No Call, No Show.

No Call, No Show: Failure to timely notify American Home Health when absent from work. Each day of a No Call, No Show will be treated as an "occurrence" under this policy.

Tardy: Failure to arrive at work, or departure from work prior to the designated time without prior approval. This includes arriving late at the beginning of the shift, or an early departure from work. A tardy occurrence is defined as not being at work at the beginning of your scheduled shift.

Policy Exceptions: Events for which absences will not be assessed include Company approved time lost due to work related injuries, ADA, FMLA, VESSA. and company approved vacation time (following properly scheduled guidelines), jury duty, military leave, funeral leave, and other leaves of absence approved by the department head. Special and/or unusual circumstances may be reviewed on a case by case basis by the Director of Human Resources and Finance to determine if a policy exception is warranted.

PROCEDURE

Notification of Absence

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Properly scheduled absences should be scheduled 5 business days prior to happening. Employees should use the monthly availability and/or PTO request forms.

Employees must contact American Home Health (Emergency Line for field staff and direct report for office staff) prior to the start of the work shift to report an unscheduled absence and, if known, state the probable duration of the absence.

During unscheduled absences, an employee must call in each day he/she is absent, unless instructed otherwise.

An employee's failure to comply with notification standards may result in the application of corrective action.

REVIEW PROCESS

It will be the responsibility of each manager/supervisor, or designated representative, to monitor the attendance record of each employee and to determine whether excessive absenteeism, excessive tardiness, or patterns of concern exist.

1. Employees will be subject to counseling and/or corrective action according to the following schedule:
 - After 3 unscheduled occurrences of absence (2 for part-time employees), or 3 tardies (2 for part-time employees) within a 90-day period, a meeting will be conducted with the expected outcome of an initial counseling.
 - If the employee has 3 additional occurrences (2 for part-time employees) within 90 days of the first day of the 3rd occurrence which led to the initial counseling, a meeting will be conducted with the expected outcome of a written warning and a two working days unpaid suspension.
 - If the employee has 3 additional occurrences (2 for part-time employees) within 90 days of the first day of the 3rd occurrence which led to the written warning, a meeting will be conducted with the expected outcome of a final written warning and a week unpaid suspension.
 - If the employee has 3 additional occurrences within 90 days of the first day of the 3rd occurrence which led to the final written warning, a meeting will be conducted with the expected outcome of discipline up to and including termination.
2. Combining Tardiness and Absenteeism
 - After an "initial counseling" for either tardiness or absenteeism, further occurrences of either will be combined for purposes of corrective action.

RECOGNITIONS:

In the case of an employee who has received a corrective action (an "initial counseling," "written warning" or "final written warning"):

SHORT TERM RECOGNITION

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If an employee maintains perfect attendance for three (3) consecutive months, one (1) corrective action (attendance) will not be counted for further disciplinary purposes.

LONG TERM RECOGNITION

If an employee maintains perfect attendance for six (6) consecutive months, then all prior corrective actions (attendance) will not be counted for further disciplinary purposes.

DISCIPLINARY PROCESS

Poor attendance and excessive tardiness are disruptive and will adversely affect performance review compensation.

CALLING OFF

For the purpose of this policy, call offs are considered unscheduled absences.

NO CALL, NO SHOW

A "No Call/No Show" is grounds for disciplinary action, possibly including termination of employment.

- 1st violation – Written Warning
- 2nd violation – Termination

This policy is intended as a guideline to assist in the consistent application of American Home Health's policies for employees. The policy does not create a contract, implied or expressed, with any American Home Health's employees. American Home Health reserves the right to modify this policy in whole or in part, at any time, at its sole discretion.

This policy supersedes any prior attendance policies.

Signature: _____ Date: ____/____/____