

205 - Attendance

The success of OMI depends upon the cooperation and commitment of each member of our team. Therefore, your attendance and punctuality are extremely important. The individuals served and your fellow employees bear the burden of your absence. Your responsibilities to OMI, the individuals served, and your fellow employees require good attendance.

Please be at your work place and ready to work at your starting time. Give yourself enough time to make preparations to begin work prior to your starting time.

Ratio employees must remain at their worksite or program until the next ratio employee arrives. Employees are not allowed to leave their work site early unless approved. Also employees who walk off the job or leave with no notice during a scheduled shift will be considered to have voluntarily resigned from employment with the Organization.

Scheduled staff providing individuals served care must find their own replacements for any absences and are held responsible for working scheduled shifts. Failure to work scheduled shifts without finding a replacement may result in disciplinary action, including up to termination.

A schedule change request must be filled out prior to a schedule change, and must be approved by employee's supervisor.

The Organization does not permit any unapproved, unexcused absences or tardiness from work. Unapproved, unexcused absences or tardiness of a shift or work day may lead to disciplinary action, up to and including termination. All unapproved, unexcused absence or tardiness will be addressed by Human Resources based on their availability.

Employees without an approved, excused absence or tardiness as listed below will be held to the following disciplinary actions:

- Employee calls/does not call or show up for 3 shifts or work days within a 6 month period of time will be considered to have voluntarily resigned from employment with the Organization.

Employee is tardy beyond 1 hour from the start of a shift or work day, whether they call or not, for 3 shifts or work days within a 6 month period of time will be considered to have voluntarily resigned from employment with the Organization

Employee has any combination of the above three infractions that equates to 3 occurrences within a 6 month period of time will be considered to have voluntarily resigned from employment with the Organization.

Employees that have tardiness less than 1 hour, whether they call or not, for 5 shifts or work days within a 6 month period of time will be considered to have voluntarily resigned from employment with the Organization.

Employees who provide a Physician order/note indicating they are unable to work due to a sickness or medical condition may be excused from work, unpaid, for the time period indicated on the order. Physician's orders/notes must be submitted to Human Resources immediately upon receipt, but no longer than two business days or the Monday following a weekend which ever is less after the absence of scheduled shift. *You are still required to fill your shifts or inform your supervisor of any shifts you will miss prior to being able to bring in a Physician's note. A Physician's note does not excuse you from covering your shift or speaking with supervisor.