



Policy Title: Attendance Policy	Effective Date	9/1/2021
	Revision Date	
	Approval	3/24/2021

I. **Purpose:**

Timely and regular attendance is a performance expectation for all PAI employees. This policy outlines the attendance guideline and point system at PAI.

II. **Revision History:**

Date	Revision Number	Change	Reference Section(s)

III. **Persons Affected:**

PAI hourly staff who work at our site locations.

IV. **Persons Responsible:**

- Program Supervisors (PS)
- Program Directors (PD)
- Human Resources Manager (HRM)

V. **Definitions:**

Proper Documentation- Document provided to supervisor excusing absence or tardy from work, an example of this would be a doctor's note.

Call-in Procedure-

1. Call-in personally to your program site each day you are absent. Call after the office opens but before your start time.
2. Ask to speak directly to your designated supervisor.
3. Once you speak directly to your supervisor you have met your call-in requirement.
 - **Voice mail messages or text messages do not fulfill requirements.**
 - **Do not call your supervisor's personal phone, it does not count.**
4. If circumstances require you to call prior to office opening.
 - Leave a message on your designated supervisors' voicemail.
 - Call again before 12:00 pm and **talk** to your designated supervisor.
 - Follow their directions.
 - You have met your call-in obligation.

- Leaving a message but failure to talk to your designated supervisor is considered a NO CALL/NO SHOW.
5. If you are unable to call for yourself due to an emergency:
- Ask another person to call and speak to your direct supervisor. If they leave a message, they also need to call and **talk** to your supervisor by 12:00 pm.

VI. **Policy:**

PAI has established the following guidelines for hourly employee attendance.

Point System

Disciplinary actions will be based upon the number of points an employee accrues within a rolling six-month period. For example, if an employee is late for work by 20 minutes on February 4th, those points received will be counted towards the point total. The points received on February 4th will fall off on August 4th. Staff will receive verbal and written warnings as points accumulate and at 14+ points an employee will receive disciplinary action up to and including termination.

The point details are as follows:

1 Point = Late for work up to 15 minutes after scheduled start time or leave up to 15 minutes early before scheduled end time without supervisors' approval.

2 Points = Late for work more than 16 minutes after scheduled start time or leave more than 16 minutes early before scheduled end time without supervisors' approval.

3 Points = Unplanned absence without PTO available and without proper documentation, followed call in procedure.

7 Points = No Call No Show

An employee's tardy or unplanned absence will not be counted against them if they provide proper documentation excusing their time away from work.

An unplanned absence will not be counted against an employee if they have PTO hours available to use for their time off and follow the call-in procedure.

Employees who call in absent to work up to three days consecutively without enough PTO available will only accrue points for one absence.

Performance Indicators

1. If an employee is late or absent on a given day, a supervisor needs to be informed as soon as possible following PAI's call in procedure.

2. If an employee does not call in or show up for their scheduled shift it is considered a no call no show. An employee who does not come to work two or more consecutive days without notifying a supervisor will be considered voluntarily terminating employment.
3. At 6 points an employee will receive a verbal warning from their supervisor.
4. At 9 points an employee will receive the 1st written warning from their supervisor, which will be documented in the employee file.
5. At 12 points an employee will receive a Final written warning from their supervisor, which will be documented in the employee file.
6. At 14 points an employee will receive disciplinary action up to and including termination.

I have read and fully understand this policy. I understand that my attendance is a performance expectation for employment with PAI and failure to follow these guidelines will result in disciplinary actions up to and including termination.

(Signature)

(Print name)

(Date)