

	Title: Employee/contractor Handbook	Page: 1 of 1
	Section: 2.2.0 Payroll	Date: January 31, 2017
	Policy: 2.2.9b Call Off Attendance Point System	Replaces: March 26, 2015

2.2.9.3 **Exceptions:** All occurrences of absences and tardiness are recorded and become part of the employee/contractor’s attendance record. However, the following types of absences and tardiness are not included when an employee/contractor’s attendance record is reviewed to determine their total number of points:

1. Scheduled absences (approved PTO/PTA) – approved 2 week in advanced by nursing supervisor/supervisor
2. Absences for bereavement leave, military, or jury duty (with documentation)
3. Absences caused by on the job injuries covered by Worker’s Compensation
4. Absences covered by Family Medical leave
5. In the case of unforeseen situations that impact tardiness for the department and/or the whole Agency, the department director may decide to excuse tardiness for the day, However, absence from work will not be excused

2.2.9.4 **Tardiness:** Tardiness is not being at the designated work area appropriately dressed and ready to work at the beginning of the shift

2.2.9.4.1 Tardiness will result in a half (1/2) point and will be counted as clocking in more than 5 minutes past an employee/contractor’s scheduled start time

2.2.9.4.2 There is no grace period for leaving early. If an employee/contractor is scheduled to work until 4:00pm they are unable to leave at 3:59pm unless given permission from a Nursing Supervisor, Office Manager, or the assigned “Scheduler” per higher administrated directive. (The Employee/contractor file note will be noted for payroll and billing) and a half (1/2) a point will be issued.

2.2.9.5 **Leaving Early:** Employee/contractor must get managers/supervisor approval should they need to leave work early. Failure to work an entire shift will result in an attendance point being issued. A half (1/2) point will be issued if an employee/contractor has worked more than half of their scheduled shift; a whole (1) point will be issued if an employee/contractor fails to work more than half of their scheduled shift

❖ **MANDATORY: NO matter what situation, All Team Members must call the scheduler line to notify the Scheduler of the change in the schedule.**

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
 Reviewed by Executive Board and approved by the Board 1/31/17  
 Reviewed by Compliance Officer and approved 1/25/17  
 All previous versions are obsolete