

DEPARTMENT: Human Resources	POLICY DESCRIPTION: Attendance & Timekeeping
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EFFECTIVE DATE: 11/2022	APPROVED BY: BHCA, Inc. Board of Directors

SCOPE: Applies to all non-exempt employees of Haven Schools.

PURPOSE: To provide clear guidance to employees and managers regarding expectations and tracking of employee work time.

DEFINITIONS:

Absence: An unscheduled absence from work on one (1) or more consecutively scheduled workdays or shifts not considered a result of protected leave. Unscheduled absences that exceed three (3) days should be referred to Human Resources to help determine if a leave of absence is necessary.

No-Call/No-Show: A no-call/no-show is considered a failure to personally notify the manager or designee, or report to work, during the first two (2) hours from start of the shift. If an employee is a no call-no show for 3 or more consecutive days, it will be considered job abandonment and a voluntary resignation.

Grace Period: There is a five (5) minute grace period before being tracked as tardy. This excludes tardiness protected by federal, state, or local regulations such as Family Medical Leave Act (FMLA) and Americans with Disabilities Act, etc.

Tardiness: Tardiness (or a "tardy") occurs when an employee fails to report for duty at the time outlined in his/her shift and/or fails to return to duty promptly at any point during his/her normal shift (e.g., promptly returning from a meal or break period). This excludes tardiness protected by federal, state, or local regulations such as Family Medical Leave Act (FMLA) and Americans with Disabilities Act, etc.

Punctual: Punctual means strictly following scheduled shift start times or observing appointed times for meetings, education, and training sessions, etc. (regardless of the five (5) minute grace period). Being punctual includes refraining from clocking in early. Non-exempt employees should clock in no earlier than it takes to reach their work area.

Patterns of Behavior: Patterns of behavior may include, but are not limited to, a trend of absences before or after a regularly scheduled day off; routine Monday/ Friday absences; absences in conjunction with holidays; absences shortly after an occurrence has dropped off record; regularly leaving work prior to the end of the schedule or shift; repeated failure to be punctual (regardless of the five (5) minute grace period); regularly "missing" punches; or clocking in and then not completing work duties (e.g., socializing with coworkers), etc.

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RESPONSIBILITIES:

Employee:

1. Employees are required to personally notify his/her manager or manager's designee two (2) hours prior to the start of every shift if he/she will be absent or tardy, regardless of an approved intermittent leave of absence. In the event employee is seeking leave, the employee will be responsible for contacting his/her manager or manager's designee every day, or otherwise directed by the manager, until the leave is approved. Failure to provide such notice may result in corrective action.
2. Employees are responsible for notifying his/her manager or manager's designee two (2) hours prior or as soon as practical when leaving early before the end of the shift.
3. Employees receiving corrective action under this policy are expected to improve their attendance/punctuality. Employees who fail to improve and sustain improvement will be subject to further corrective action up to and including termination of employment.
4. Employees are expected to clock in and out for their designated shifts via the BambooHR app on either a mobile or desktop device.

Manager:

1. Managers are responsible for communicating and tracking attendance through the BambooHR system.

REQUIREMENTS:

Occurrences for Non-Exempt Employees:

Absent with calls:	1 point
Absent, no call:	2 points
Tardy:	½ point
Early departure:	½ point
Late return from lunch/break:	½ point

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Corrective Action Process:

The recommended corrective action associated with occurrences accumulated in a calendar year are listed below. Attendance infractions reset every year on January 1st.

4 points	Verbal Warning
5 points	1st Written Warning
6 points	2nd Written Warning
7 points	Meeting with Manager/Supervisor; possible unpaid suspension
8 points	Employee is subject to termination

If an employee has exhibited a pattern of behavior previously defined, the manager has discretion to move forward with disciplinary action as deemed appropriate. This includes an ongoing and demonstrated inability and/or refusal to utilize the BambooHR timekeeping system as directed by Haven Schools Administration. The manager is responsible for communicating disciplinary action and expectations for improvement to the employee.

Exempt Employees:

Exempt employees are expected to work the required hours to effectively fulfill the needs of the school. In addition, they are expected to follow directives from management regarding the hours they should work to maintain regular, consistent attendance. Any demonstrated abuse of expectations will be subject to counseling and corrective action up to including termination of employment.

COMPANY RIGHTS:

1. Haven Schools reserves the right to:
 - a. Initiate the step process for disciplining absences, tardiness, and/or patterns of behavior, in connection with this policy
 - b. Authorize or refuse to authorize an employee's request to be absent or tardy
 - c. Investigate absences and/or tardiness
 - d. Determine whether an absence or tardy occurrence is justifiable
 - e. Deny pay for an absence or tardy in violation of this policy
2. A manager or his/her designee may request a physician's note after three (3) days of absence.