FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **LATENESS AND ABSENTEEISM**		POLICY NO: HR-023
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Lateness and Absenteeism HR03-260
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Family Visions Employees	

POLICY:
Lateness or absenteeism may occasionally occur and Family Visions, Inc. will provide consistent and fair response to such circumstance.

PROCEDURE:

- Lateness or absenteeism may be beyond the employee's control. Employees shall make every effort to notify the workplace and their supervisor as soon as possible of the reason for being late or absent.
- Unexplained lateness under five *(5)* minutes on one occasion will be documented and the employee will be verbally counselled. Three (3) late arrivals in a 30-day period will result in an attachment to the employee's personnel file.
- In the case of an employee being over 15 minutes late for a shift without employer/designate approval, the employee will forfeit the shift without pay and be considered absent.
- Employees will be considered absent from work if they fail to arrive for scheduled shifts. The employer/supervisor will immediately attempt to contact the employee and determine the reason the employee has not arrived for a scheduled shift. The employer will begin with a telephone call and may follow up with an email asking the employee to contact the employer.
- Unexplained lateness or inadequate reasons for absenteeism shall be regarded as avoidable and therefore be subject to disciplinary action.
- Three shifts missed without contacting the supervisor constitutes job abandonment.
- Lateness and absenteeism will influence performance evaluation and will result in disciplinary action up to and including termination of employment.