

 **Attendance Policy**

Punctuality and regular attendance are essential to the successful operation of the Company’s business. If an employee is unable to report to work (or report to work on time) for any reason, the employee must notify his or her supervisor the night before by 7:00 pm. In the event of an emergency the day of, the employee should notify their supervisor (by 6:00am). If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. Excessive absenteeism may subject the employee to disciplinary action, up to including termination.

Excused absences are absences that have been approved through the request for time off form and submitted at least 30 days in advance, as well as absences required to attend a court proceeding with required documentation, death of an immediate family member as defined by the bereavement policy and sick absence after 2nd day with required doctor’s note. Unexcused absences are absences that are requested outside of the required 30-day time frame, day of call outs, as well as a no call no show.

The supervisor will send out letters to staff members when deemed necessary. No coverage will be found for employees that request to leave their assigned school for personnel appointments. Personal appointments should be handled with a request-off form 30 day prior to the day requested off.

Mending Fences does have policies that if violated will result in an immediate termination due to their nature. For other workplace situations, here are the occurrences as it relates to attendance and documentation. Prior to the 4th occurrence with attendance, we will work with the employee by verbally assisting them in needing improvement, a verbal written will be given. After the 5th occurrence of an unexcused absence, written reprimands will proceed. Mending Fences has the right to excuse an employee from their assigned case due to excessive absenteeism. Please remember, we are a contracted agency that works for Richmond Public School and the Exceptional Education Office. The office of Exceptional Education and building administrators have the right to ask for a new Behavior Aide when deemed necessary when it comes to punctuality and attendance.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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