

# MENDING FENCES EMPLOYEE ATTENDANCE AND SICKNESS POLICY

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## PURPOSE

This Employee Attendance and Sickness Policy aims to establish guidelines and procedures at Mending Fences for managing employee illnesses and absences fairly and consistently. This Policy aims to support the well-being of employees, maintain a healthy work environment, and ensure the continuity of business operations. This Policy applies to all employees, including full-time, part-time, and substitutes. It covers short-term and long-term illnesses, including contagious diseases, and outlines the procedures for reporting absences, providing medical documentation, and managing sick leave entitlements.

Employees at **Mending Fences** are expected to be present for work on time every day. Regular attendance and punctuality are essential to keep your team and the company running smoothly. Arriving late, being tardy, or being absent from work causes disruptions and burdens colleagues.

## DEFINITION

Absenteeism refers to frequent absence from an employee's job responsibilities. This includes not coming to work frequently or taking excessive sick leave without being able to submit doctor's notes. Tardiness refers to coming in late, taking longer breaks than you're entitled to, and constantly leaving earlier from work without reason.

## REPORTING ABSENCES

- **Notification:** Employees who cannot report to work due to illness or a medical condition should notify their supervisor or lead behavior aide by 6:00 a.m. If team members believe they cannot make it to work the night before, they should let their supervisor know by 7:00 p.m. Employees should provide information regarding the nature of their illness, expected duration of absence, and any relevant updates. If the absence extends beyond the initial notification, employees should provide regular updates on their progress and expected return to work.
- **Excused absences** are absences that your supervisor has approved by submitting the proper documentation at least 30 days in advance: funerals, bereavement, jury duty, military duty, childbirth, a car accident, court, and doctor appointments are excused absences. Employees must submit proper documentation to their supervisor immediately.
- **Unexcused absences** include calling out the day of your scheduled work day and not requesting time off in the proper timeframe.
- If an employee is a no-call-no-show for three days. It will be considered a job abandonment or resignation without notice.

## SICK LEAVE

- Documentation:** employees may be required to provide medical documentation, such as a doctor's note, to support their sick leave request. By law, Mending Fences reserves the right to request such documentation for absences exceeding **three** days of missed time from work. If an employee is absent from work due to COVID-19 or taking a Covid test, the employee must provide documentation. The employee must return to work the same day if the test is negative. If the test is positive, the employee must follow the Covid-19 protocol.

## OCCURRENCES FOR ATTENDANCE

Work Occurrences:

Late.05 (30 minutes past scheduled time)

Leave early.05

Call Outs/Sick Days = 1 Occurrence

Total Occurrences Point Occurrences =1 Point	Corrective Action
A total of 3 Occurrences	Verbal Warning
A Total of 5 Occurrences <ul style="list-style-type: none"> <li>15 -30 Corrective Action Plan</li> </ul>	Written Warning
A Total of 7 Occurrences <ul style="list-style-type: none"> <li>Corrective Action Plan Revisited</li> </ul>	Final Warning
A Total of 8 Occurrences	Termination
New Hires- 90 Probationary Period	Corrective Action
A Total of 2 Occurrences	Verbal Warning
A Total of 3 Occurrences	Written Warning
A Total of 4 Occurrences	Final Warning
A Total of 5 Occurrences	Termination

Mending Fences can excuse an employee from their assigned case due to excessive absenteeism. Please remember that we are a contracted agency for Special Educational Services through the Division. Their Office of Exceptional Education and building

administrators have the right to request a new Behavior Aide regarding punctuality and attendance when necessary.

### **Return to Work Requirements**

- **Reasonable Accommodation:** If an employee's illness or medical condition qualifies as a disability under applicable laws, the organization will engage in an interactive process to assess whether reasonable accommodations can be provided to facilitate the employee's return to work.
- **Return-to-Work Assistance:** If appropriate and feasible, Mending Fences may provide assistance, such as a gradual return-to-work plan, modified duties, or workplace adjustments, to support an employee's successful transition back to work after a prolonged absence due to illness or medical condition.

### **GOOD ATTENDANCE:**

Employees with less than (specify) incidents of absenteeism or tardiness in a calendar school year will receive a paid day off (7 hours at \$12.00 wages) the next school year. The supervisor will have to approve the designated timeframe.

You have a good attendance record when you.

- Report consistently every day to work
- Come to work at the scheduled shift start time
- Leave work at the scheduled shift end time
- Remaining at work during working hours
- Take breaks that don't exceed your expected length
- Notify your supervisor or lead when you need to be absent or late by following guidelines
- Substitute with other students when deemed necessary

### **REVIEW AND REVISION**

This Employee Attendance and Sickness Policy will be periodically reviewed to ensure its effectiveness and alignment with legal requirements and best practices. Any necessary revisions will be made in consultation with relevant stakeholders and communicated to all employees. By implementing this Employee Attendance and Sickness Policy, we aim to promote the well-being of our employees, maintain a healthy work environment, and ensure the smooth functioning of our organization during illness-related absences.

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Company Representative (Sign)

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Employee (Sign)

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Company Representative (Print)

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Employee (Print)

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Date

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Date