

PATHWAYS ABILITIES SOCIETY

POLICY: ATTENDANCE AND ABSENTEEISM

Applies to: All Personnel

PREAMBLE

An employee is considered absent if he or she is not present for work as scheduled, regardless of cause.

POLICY

Each employee is responsible for attending work as scheduled unless they have a legitimate reason or permission from their immediate supervisor. Legitimate reasons include but are not limited to illnesses and emergencies.

Employees must be punctual and ready to commence work at the start of their scheduled shift and remain on duty until the stipulated quitting time. Employees who are unable to report to work at their scheduled time must contact the supervisor as far in advance as possible.

Employees are not permitted to conduct personal business during their scheduled shifts, this includes but is not limited to using cellphones, purchasing personal items while shopping, stopping at home when on an outing, etc. Leadership personnel are required to flex their hours to meet the needs of the individuals and organization therefore are granted flexibility in the application of the above.

Employees who do not work as scheduled are subject to discipline up to and including dismissal.

Employees who are incapable of providing regular, consistent attendance may fail to meet the requirements for continued employment.

Employees will not be allowed to apply paid absence provisions to unexcused absences.

Effective/Revision Date

April 28, 2003
January 26, 2004
June 9, 2008
September 12, 2011
November 20, 2012
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Board Approval

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