



Attendance and Punctuality Policy

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I. Purpose

To confirm expectations of UCP employees regarding attendance and punctuality

II. Policy

It is the policy of United Cerebral Palsy of Maine (UCP) to establish reasonable and necessary standards to ensure adequate attendance and to meet business needs. Employees are expected to maintain satisfactory attendance. Prior to being absent, employee shall inform supervisors or designee of all absences. Employees will attend work regularly as scheduled without excessive absenteeism. Employees will report to work as scheduled, on time, and remain at work throughout the work day. Planned absences shall be requested at least two weeks in advance from the supervisors by using the Attendance on Demand (AOD) time and attendance system. Consistent absences that adversely affect the delivery of UCP's services will be considered unsatisfactory performance.

Excessive absenteeism or tardiness is defined as more than two unscheduled absences or late arrivals in a rolling sixty (60) day period. Punctuality is defined as arriving prior to the start of a scheduled shift and beginning work at the scheduled time.

III. Scope

1. Working schedules and starting and ending times are established by the Department Supervisor or Manager based on business needs. The Department Supervisor is responsible for communicating work schedules to employees they supervise.
2. Employees are expected to be at their work station in a fit condition and ready to work at the starting time designated by their supervisor. Work activity should commence at starting times and continue until stopping times for breaks, lunch, or the end of work.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence to their supervisor or to the designated individual as approved by the supervisor. When reporting absence, the employee must telephone his or her supervisor, or other designated individual as specified

by the supervisor. The employee must call within two hours prior to the employee's scheduled start time, or within the timeframe indicated by the supervisor.

4. A continuous absence covering more than one consecutive day is considered one absence/occurrence for purposes of this policy. (Example: Employee Jane Smith is ill January 2nd and 3rd calling out of work for the same reason. This is considered one absence.)
5. The company reserves the right to require an employee to submit a physician's certificate the event of medical absences exceeding three days.
6. UCP recognizes that an occasional absence may occur, as defined by company policies for holidays, vacations, jury service, funerals, family and medical leave, personal leave, military leave, etc. Time off from work is unpaid unless accrued earned time is available, with the exception of jury duty, in which case an employee is paid the balance of missed wages. Please refer to the Personnel Policy Manual for additional information on leaves of absence.
7. An employee's absence will be deemed unexcused when an employee fails to call in timely, fails to give advance notice for an absence which could be anticipated, exceeds the number of absences as defined by policy or not authorized in advance by the supervisor or manager. Unexcused absences are subject to Performance Improvement Plans, up to and including termination as defined in policies on discipline and separation of employment.

Excessive absenteeism or Tardiness as defined as more than two unscheduled absences or late arrivals in a rolling sixty (60) day period is subject to the following disciplinary action:

Level I (more than two in a rolling 60 day period): **Informal Discussion**
Level II with PIP – Informal Discussion in the last 180 days: **Coaching Session**
Level III with PIP – Coaching Session in the last 180 days: **Written Warning**
Level IV with PIP – Written Warning in the last 180 days: **Suspension Notice**
(one day without pay) or Final Written Warning
Level V with PIP in the last 180 days: **Discharge Notice**

If more than one hundred eighty days (180) days has passed since a performance improvement plan with no further attendance issues, the employee is considered to have a "clean slate" as it relates to attendance; however any further infraction within twelve (12) months will be addressed by foregoing an Informal Discussion and commencing with a Coaching Session.

If notice is not given of absence, prior to the start of a shift, the absence will be considered a no-call/no-show absence.

No-Call/No-Show absences are handled as follows:

No Call/No-Show #1: One day unpaid suspension

No Call/No-Show #2: Termination

It is at the manager's/supervisor's discretion to decide the appropriate actions to take considering all facts related to the absence/tardiness.

8. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment and ineligible for rehire.
9. Employees should not confuse the time clock mechanics with expectations of timeliness. An employee's starting time is determined by their supervisor and an employee is expected to begin their work no later than their assigned starting time.
10. An employee's request to leave work early may be considered by the Supervisor or Manager. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs.
11. The Supervisor or Manager is responsible for maintaining attendance records and for advising the Director of Human Resources if an employee's absence or lateness exceeds the guidelines of this policy through a written performance improvement plan. The Supervisor is required to make notes in the time and attendance system on unplanned absences, indicating the reason for absence.



Scott Tash, CEO



Date

