



## Employee Absence Policy

### I. Purpose

- A. To promote teamwork, dependability, and efficient operation of the programs within SMB Disability Solutions and to minimize unscheduled absences
- B. This policy does not apply to Bereavement Leave, FMLA, Earned Sick and Safe Time (ESST), or pre-approved time off (refer to Employee Handbook regarding "Bereavement Leave", FMLA, and ESST)
- C. "Absence" is defined as the failure of an employee to report for work when the employee is scheduled to work. The definitions of "excused absence" and "unexcused absence" (with the definitions being specific to each program within SMB Disability Solutions) are outlined below

### II. Excused Absence (EA)

- A. An "Excused Absence" occurs when all the following occur:
  - i. a request for time off is made more than two weeks (three weeks for RSS) prior to scheduled shift
  - ii. the request for time off is made within the following parameters:
    - a. Day Program: at least 8 hours before scheduled shift
    - b. Individualized Home Supports (IHS) Services: at least 3 hours before scheduled shift
    - c. Residential Support Services (RSS): at least 6 hours before scheduled shift or otherwise defined by Supervisor.
    - d. For RSS summer PTO (May 20<sup>th</sup> through September 10<sup>th</sup>), you must have your request for time off in by April 20<sup>th</sup>.
  - iii. The reason for absence is found credible or acceptable by his or her supervisor
- B. Refer to the "*Paid Time Off (PTO) and Unpaid Time Off (UTO) Request Policy*" regarding requests made two weeks or more prior to scheduled shift
- C. Refer to the "*Time Off with Pay Policy*" regarding use of PTO for sick leave
- D. Employees who have been absent from work because of a "serious health condition" are required to obtain a doctor's release specifically stating that the employee can perform his/her normal duties or assignments. Section 101(11) of FMLA defines serious health condition as "an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider".
- E. Repetitive EAs will be reported on the Employee Incident Report and may subject an employee to immediate termination. Refer to the "*3 Strike Rule*" in the Employee Handbook.
- F. Employees absent due to illness or injury may be required to submit a note from their healthcare provider identifying when the employee was seen and treated or sought consultation. Failure to submit such proof upon supervisor request may result in termination.



### III. Unexcused Absence (UA)

- A. An "Unexcused Absence" occurs when
  - i. the request for time off is made within the following parameters:
    - a. Day Program: less than 8 hours before scheduled shift
    - b. Individualized Home Supports (IHS) Services: less than 3 hours before scheduled shift
    - c. Residential Support Services (RSS): less than 6 hours before scheduled shift or defined time set by supervisor
- B. An Unexcused Absence requires the use of PTO for the time of the scheduled shift up to a maximum of 8 hours per incident unless the work hours missed are able to be rescheduled within the same pay period upon approval of supervisor.
- C. Occurrences of UAs will be monitored by the employee's supervisor, reported on the Employee Incident Report, and submitted to the Office Manager. A copy of the UA will also be kept in the employee's file.
- D. Multiple UAs will be reported on the Employee Incident Report and may subject an employee to immediate termination. Refer to the "3 Strike Rule" in the Employee Handbook.
- E. Employees absent due to illness or injury may be required to submit a note from their healthcare provider identifying when the employee was seen and treated or sought consultation. Failure to submit such proof upon supervisor request may result in termination.