



Attendance Policy
Created June 1, 2021
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I. Scope

The purpose of this policy is to set forth Buckeye Residential Solutions' policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences. This policy will apply to all non-exempt employees, regardless of position.

II. Policy Overview

Punctual and regular attendance is an essential responsibility of each employee at Buckeye Residential Solutions. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

III. Definitions

"Absence" is defined as the failure of an employee to report within two hours of the start of their scheduled shift. Absences are also assigned when an employee misses a mandatory meeting and/ or training. There are two types of absences: excused and unexcused.

An "Excused Absence" occurs when one or more of the following conditions are met:

- The absence request is approved in advance by the employee's supervisor by use of the "Time Off Request" process.
- The absence falls under one of the categories listed below:
 - Approved bereavement leave.
 - FMLA or other approved sick leave.
 - Absences approved and defined under the "Covid-19 Policy."
 - Jury Duty.
 - ERISSA or other approved military leaves of absences.
 - Absences related to Worker's Compensation.
 - Approved accommodations following the guidelines of the Americans with Disabilities Act.
 - Suspensions, paid or unpaid.
 - Emergency time, as defined in this policy.



An “Unexcused Absence” occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee’s scheduled starting time on that same day. If the employee is unable to call, they must have someone make the call on their behalf.

“Late” is defined as arriving to your shift seven minutes-to-four hours past your scheduled start time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

“Early Departures” are defined leaving your shift prior to your scheduled end time. If employees cannot work their entire scheduled shift, they must notify their supervisor no later than their regular starting time. Employees who unexpectedly must leave work before the end of their scheduled shift must notify a supervisor immediately. This notification does not excuse the leaving early, but simply notifies the supervisor that a schedule change may be necessary.

“Vacation time” is the day (s) allotted to employees annually for pre-scheduled and paid time off. Employees must request vacation time as soon as they are able, but no later than thirty days before the desired absence. Please see the “Vacation and PTO Policy” for more details.

“Paid Time Off (PTO)” is the paid time granted to employees annually for personal reasons. Employees need to make the request for PTO as soon as the need arises. In the event of a call off, employees will be charged any available PTO, but the absence will still be unexcused. Please see the “Vacation and PTO Policy” for more details.

“Emergency Time” is unpaid time off but can be utilized as an “Excused Absence” twice annually for full time employees and once annually for part time employees. Emergency Time is granted after an individual has been employed for 90 days.

“No Call, No Show” will occur when an employee fails to report for a scheduled shift and does not notify their supervisor within thirty minutes of their start time. No Call, No Shows are considered job abandonment, and employees will be considered for immediate termination unless there is an extenuating circumstance.



IV. Procedure

The administration team is responsible for establishing the start times and work schedules based on business and client needs. Employees must talk to their supervisor and/or Program Coordinator about any questions related to their work schedules.

At the start of the scheduled shift, employees are expected to be at their workplace, ready to perform their duties when their shifts begin. Employees are expected to work the entire time they're on the clock up until the end of their shift.

The company understands that employees will occasionally miss work (or come in late) due to personal or medical reasons. Employees must report absences, tardies, lates, or leaves four hours prior to the start of their shift. If not foreseeable, they must report no later than the start of their scheduled shift. Employees will not be paid for time off work unless otherwise stated in the company policy.

If an employee leaves work repeatedly for the same medical reasons, or if the medical absence exceeds three days or longer, the company has the right to request a doctor's note. Employees with three or more consecutive days of excused absences because of illness or injury must provide proof of physician's care and a fitness for duty release prior to returning to work. Unexcused Absences of one-to-three days related to the same illness and injury will only be recorded as one unexcused absence with appropriate documentation.

Employees must obtain approval from their supervisors before they leave work early. When considering approval, considerations such as staffing needs and the urgency of the employee's situation will be taken into consideration. If an employee abandons their position in the middle of a shift without coverage leaving a client on their own, they will be considered for immediate termination as well as potential legal charges of neglect.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).



V. Disciplinary Action

Excessive absenteeism is disruptive and will result in disciplinary action. Attendance violations will be assessed on a calendar basis (January- December), and the point system is defined below:

Within 90 Days of Employment	
Type of Offense	Points Assigned
Leave Early	0.5
Late	0.5
Unexcused Absence	1
Unexcused Absence (Holiday)	2
No Call, No Show	Review for Termination

Level of Discipline (Within 90 Days of Employment)	
Disciplinary Action	Point Accrual
Verbal Warning	1
Written Warning	2
Final Warning	2.5
Termination	3
Review for Termination	No Call, No Show

After 90 Days of Employment	
Type of Offense	Points Assigned
Leave Early	0.5
Late	0.5
Unexcused Absence	1
Unexcused Absence (Holiday)	2
No Call, No Show	Review for Termination

Level of Discipline (After 90 Days of Employment)	
Disciplinary Action	Point Accrual
Verbal Warning	2
Written Warning	3
Final Warning	4
Termination	5
Review for Termination	No Call, No Show

VI. Interplay with Disciplinary Action Policy

When necessary, employee behavior may align with the Disciplinary Action Policy as opposed to the Attendance Policy.

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out at the beginning and/or end of their assigned shift;
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.



Additionally, employees who are discovered to be clocking in/out for other employees, or are asking their colleagues to clock in/out for them, will be investigated and may result in termination.

If there is a technical issue with the timekeeping system, employees are expected to report it immediately to their supervisor, Program Coordinator, or human resources department.

This policy is intended as a guideline to assist in the consistent application of Buckeye Residential Solutions' policies and programs for employees. The policy does not create a contract implied or amend the company's employment at will status. Buckeye Residential Solutions reserves the right to modify this policy in whole or in part, at any time, at the discretion of the company.