

I. POLICY

Attendance and punctuality are essential elements of employee job performance at EVMS. In order to ensure that employees report to work as scheduled and keep excessive unscheduled absences and tardiness to a minimum, attendance and punctuality will be monitored and disciplinary action taken, as necessary, in accordance with this policy and the Human Resources Disciplinary Action and Termination policy.

II. PROCEDURE

A. Authorized Leave. EVMS recognizes the occasional need for employees to be absent due to pre-scheduled medical appointments, authorized vacations, or certain other circumstances and offers various forms of leave benefits. Leave types listed below are considered authorized and shall not be considered Occurrences under Section B of this policy.

1. Vacation leave must be approved in advance in accordance with the Paid Leave Policy and will not be considered an Occurrence.
2. Sick leave for medical appointments or other foreseeable medical issues must be approved in advance by the department supervisor and taken in accordance with the paid Leave Policy and will not be considered an Occurrence.
3. Late arrivals or early departures when approved by the department supervisor in accordance with the department's policy will not be considered an Occurrence.
4. Family and Medical Leave is authorized when taken in accordance with the FMLA Policy and will not be considered an Occurrence.
5. Bereavement leave is authorized when taken in accordance with the Paid Leave Policy and will not be considered an Occurrence.
6. Military leave is authorized when taken in accordance with the Military Leave Policy and will not be considered an Occurrence.
7. Civil leave is authorized when taken in accordance with the Civil Leave Policy and will not be considered an Occurrence.
8. Inclement Weather/Emergency Leave is authorized when in accordance with the EVMS Inclement Weather Policy or any EVMS emergency leave policy, and will not be considered an Occurrence.

B. Unauthorized Leave. For most employees, unscheduled absences such as personal or family illness are legitimate, occur infrequently, and present few problems. Excessive Occurrences

of unscheduled absenteeism and tardiness, however, place a burden on other employees who must perform the duties of the chronically absent or late employee. Leave types listed below are considered unauthorized and shall be considered Occurrences as follows:

1. Unauthorized absence = 1 Occurrence. An unauthorized absence occurs when an employee misses more than four (4) hours of work within a regularly scheduled workday as a result of a call-in or leaving early due to illness or family illness. An unauthorized absence of consecutive days due to the same illness will be counted as the same Occurrence up to a maximum of 5 days. Each unauthorized absence for illness after the 5th day may be counted as an individual Occurrence unless the employee is eligible, and has been approved, for leave under the Family Medical Leave Act (FMLA). For example, if an employee calls in sick on Monday, Tuesday, and Wednesday, this counts as one Occurrence. If an employee calls in sick on Monday and reports back to work Tuesday, this counts as one Occurrence. If an employee calls in sick Monday, Wednesday, and Friday, and works Tuesday and Thursday, this counts as three Occurrences. Unauthorized absences of consecutive days for any reason other than illness will be counted as individual Occurrences. For example, if an employee calls in due to lack of transportation on Monday, Tuesday and Wednesday, this counts as three Occurrences.
2. Tardy = .5 Occurrence. An employee is considered tardy when he or she has an unauthorized, unapproved late arrival to work, is late from lunch or back late from a break, as determined by department policy and the time recorded on the Time and Attendance system in each department.
3. Unauthorized early departure = .5 Occurrence. Leaving before the end of a scheduled shift or leaving for lunch early, without having received prior approval, is considered an early departure.
4. Overtime = If an employee is scheduled to work overtime and either fail to report or reports after the scheduled start time, an Occurrence will be charged as noted above.
5. No call/no show = 7.5 Occurrences. An employee is considered a no call/no show if he or she fails to report to work and fails to call in accordance with the department's call in procedure. If there is no department specific call in procedure, employees that are not in approved leave status must provide notice to their direct supervisor via email or text message at least 30 minutes prior to their start time. A no call/no show will result in probation if no prior disciplinary action for attendance has been taken, regardless of the number of prior Occurrences. If an employee involved in the disciplinary process for attendance and is considered a no-call/no show, the next level of disciplinary action may include termination. **Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.**

C. Disciplinary Process: Occurrences are counted collectively (absences, tardies, and early departures combined) in a rolling six-month period (an approved leave status other than approved vacation will not count towards the rolling six months) and shall result in disciplinary action as indicated below. Extenuating circumstances may be considered when determining discipline (for instance the employee is in a serious accident or is hospitalized), and Human Resources reserves the right to combine or skip steps when progressive discipline has failed to remedy the unacceptable behavior and/or when there is evidence of a pattern for which multiple disciplinary actions have been taken within a one-year time frame **Human Resources must approve all disciplinary action before it is taken.**

Number of Total Occurrences	Action
5.5	Verbal warning in accordance with Disciplinary Action and Termination policy.
6.5	Written warning in accordance with Disciplinary Action and Termination policy.
7.5 or No call/no show with no prior disciplinary action	90 Days Probation in accordance with Disciplinary Action and Termination policy.
Greater than 7.5 or any future Occurrence while on probation	Termination in accordance with Disciplinary Action and Termination policy.