**New Haven Assisted Living & Memory Care**

 **Attendance Policy**

**Revised: July 2018**

It is the responsibility and mission of New Haven Assisted Living & Memory Care to ensure our residents receive the highest quality of care and attention. We have no greater task. As an employee of New Haven, it is expected that you are responsible and accountable for working the shifts that you have been scheduled, and that you are carrying out your duties and responsibilities according to the policies and procedures of New Haven and the assignments delegated to you.

New Haven is supportive of the occasional times when illness or personal issues arise and it becomes necessary for the employee to be absent from work; however, excessive absenteeism places a burden on staff, the residents, and New Haven communities.

***TEAMWORK = INDIVIDUAL COMMITMENT TO A GROUP EFFORT***

* Each employee will review the Policies and Procedures of New Haven, paying special attention to the Mission Statement and pages 4-13
* Each employee will sign and date the page in the beginning of the packet that attests to the employee receiving the Policy and Procedure packet and reading its contents.
* This attestation page will be uploaded to each employee file in Blue Step
* Call outs require a 4 hour advance notice to the House Manager/Administrator, unless an emergency prevents advance notice
* Employees are responsible for finding their own coverage to cover their shift, unless it is an emergency
* Attendance will be monitored closely. Call outs will be documented in Blue Step
* Employees with 3 call outs and/or 3 tardies during a rolling 3-month period will be subject to disciplinary action beginning with a Performance Improvement Plan. The Performance Improvement Plan will be developed by the Administrator and approved by the Director of Operations. The Performance Improvement Plan will detail any attendance and work-related performance issues, expected improvements, a timeline of expected performance improvement, and may include a demotion/decrease in hourly rate during the time the employee is on the Performance Improvement Plan.
* The Performance Improvement Plan will remain in effect for 60-90 days. Attendance and any other performance issues will be evaluated during that time, and if performance improvement is demonstrated by the employee, the Administrator may reinstate the employee to good standing and reinstate their original rate of pay.
* Weekend and Holiday shifts will be held to a higher accountability given the limited coverage available for call outs. Weekend and Holiday call outs will be counted as 2 occurrences in the rolling 3 month period.
* The Administrator has authority to evaluate attendance circumstances and make appropriate decisions accordingly.