

## Notification of Attendance Policy

It is the policy of Competent Quality Care, that employees who are unable to report for work, must ensure notification is provided to their direct supervisor. Notification must be made as soon as the employee is aware that they will be unable to report for work and at a minimum of 2 hours prior to the shift. Failure to comply with the above procedure and failure to report to work will result in an unexcused absence. Excessive tardiness and/or unexcused absence may be cause for disciplinary action, up to and including termination of employment. If an employee has three or more consecutive unexcused absences, this may be considered voluntary termination of employment. An employee who is absent from work for two (2) consecutive days without notifying his or her supervisor or obtaining permission for such absence will be considered a voluntary termination.

### **Sick Timekeeping policy**

If you are unable to work your scheduled shift employees are expected to add time off in TSheets under the code labeled Sick, adding only the hours you were scheduled for attendance purposes. If you are physically unable to enter sick time into TSheets please notify your Supervisor.

### **Unpaid Time off Request**

Unpaid Time off request must be submitted 2 weeks prior to requested date, and a minimum of 1 week prior to the date the schedule is released by your Supervisor. Time off request must be added via TSheets and discussed with your direct supervisor for approval. Your Supervisor will determine if they think your work can be appropriately covered by others. According to business needs, your Supervisor will make reasonable efforts to approve your request. Request are not a guarantee of time off unless approved.