**rev 7.1.2022khg**

**Attendance Notification**

 **Name:** Click or tap here to enter text.**Position:** Click or tap here to enter text.Date:Click or tap here to enter text.

**1st Notice Absent Dates**

**1.** Click or tap here to enter text. **2.** Click or tap here to enter text.

**3.** Click or tap here to enter text. **4.** Click or tap here to enter text.

**5.** Click or tap here to enter text. **6**. Click or tap here to enter text.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:**

**2nd Notice Absent Dates**

**7**. Click or tap here to enter text.**8**.Click or tap here to enter text.**9**.Click or tap here to enter text.



Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3rd Notice - Termination**

**10**.Click or tap here to enter text.**11**.Click or tap here to enter text.12.Click or tap here to enter text.



Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**18.19 Attendance**

Regular attendance is an essential responsibility of employees at Promise Early Education Center. Excessive absences and/or tardiness can place an undue hardship on fellow coworkers as well as have an impact on the quality of the education for the children we serve. Employee attendance is a critical factor in providing consistent quality programming and is directly correlated to child outcome scores.

As such, employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also to remain at work for their entire work schedule. The purpose of this policy is to promote efficient operation of the Agency, minimize unscheduled absences, and define “excessive absenteeism”.

Prescheduled times away from work using accrued PTO days and absences protected by federal or state law are not subject to discipline and are not considered occurrences for the purpose of this policy. An absence occurs when an employee misses more than three hours of work within a normal workday. An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.

A tardy arrival of 15 minutes or more, early departure of fifteen minutes or more, or other unplanned shift interruption of fifteen minutes or more is considered a one-half occurrence.

Whenever possible, Supervisors are expected to meet with staff members before an~~d~~ individual is considered “excessively absent” in order to problem solve ways to avoid further absences.

Excessive Absenteeism is defined as follows:

* First Notification ~~Counseling and PIP~~ : 6 Occurrences in a fiscal year (July through June)
* Second Notification ~~Counseling and PIP:~~ 9 Occurrences in a fiscal year (July through June)
* Termination of Employment: 12 Occurrences in a fiscal year (July through June)

**No-call/ No-show**

Not reporting to work and not calling to report the absence is a no-call/no-show and the first instance will result in an automatic Second Notification ~~final counseling and PIP~~. The second separate offense may result in termination of employment with no additional notifications. ~~disciplinary steps~~. Any employee who is absent without notifying the Agency for three consecutive days will be considered to have abandoned their job and therefor voluntarily resigned their position at the Agency.