



Planned and Unplanned Absences

File name: 2024.10_Policy_Attendance Policy

Policy Statement

Regular attendance is expected. If an employee is unable to report for work due to an unplanned absence, such as illness or a family emergency, an employee must email their immediate supervisor, an Area Director, and any relevant staff member at least three hours prior to the start of their scheduled shift.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. All absences, late arrivals, early departures, and unapproved overtime are tracked and closely monitored with a point system. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

Medical absences of three or more consecutive working days require a note and clearance from a medical provider before returning to work.

Reason for Policy

This policy ensures all employees are treated consistently and equitably when they are working or are absent from a scheduled shift. Good attendance improves work relationships and productivity at the Club. It helps the Club meet member to adult ratios, and ensures that the Club is a safe, reliable place for parents and guardians to send their child(ren).

Who Should Read This Policy

All Club employees, volunteers, and Board of Directors

Resources

Attendance Policy - Boys & Girls Clubs of San Leandro

Illness Policy for Club Staff, Volunteers, and Attendees - Boys & Girls Club of Lake Tahoe - bgclt.org/club-and-employee-policies

Definitions

“Call Out” or “Call Off” - When an employee calls or emails their supervisor (or Area Director or Club Director) on the day of work to share they will be reporting to work that day.

ETO (Earned Time Off) - Any paid time off that an employee earns while working and that an employee wishes to use in place of work time. ETO may be used for any reason, such as vacation, parental leave, jury duty, sick leave, non-Club holidays, bereavement leave, and disability leave.



Sick Time - All current full-time and part-time employees are eligible for five days or 40 hours (whichever is greater) of paid sick leave annually beginning on the 90th day of employment. Details are outlined in the *Employee and Volunteer Handbook* as well as the *Illness Policy for Club Staff, Volunteers, and Attendees*. Paid sick leave may be used for an employee's own illness or another designated person. For all employees, unused sick time is not paid out at the end of employment.

Early or Mid-Day Departures - Any departure in the middle of a scheduled work day that exceeds a fifteen minute break or 30 minute lunch break.

The Policy

Regular attendance is expected. All employees are expected to clock-in at their scheduled start time and clock-out at their scheduled departure time. Requests for time off, whether it is paid or unpaid, should be submitted in writing and approved by the employee's supervisor a minimum of two weeks prior to the requested vacation date. Requests for an early departure or late arrival should be made in writing to an employee's supervisor at least one week prior to the scheduled early departure or late arrival date.

To ensure adequate staff to member ratios, regular early departures are discouraged and may be denied. However, every effort will be made to accommodate employees around special occasions. Exceptions can be made for medical leave, emergencies, bereavement, or caring for a family member. An eligible employee may use earned time off for medical reasons or family emergencies when all sick leave has been exhausted.

When an employee has an appointment in the middle of their shift, they must clock in and out for the duration of their mid-day departure. When possible, employees should try to schedule personal appointments outside Club hours when children are present.

If an employee is unable to report for work due to an unplanned absence, such as illness or a family emergency, an employee must notify their immediate supervisor, Area Director, or Club Director at least three hours prior to the start of their scheduled shift.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. All absences, late arrivals, early departures, and unapproved overtime are tracked and closely monitored with a point system. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

The following point system has been established to provide a consistent attendance evaluation for all employees:



Type of Absence	Description of Absence	Points Allocated
Scheduled Absence	An absence requested and approved two weeks in advance or more. If an employee has an ETO allowance, it should be used.	= 0 points
Sick Day Absence	A call in three hours or more before a scheduled shift due to illness. The employee's sick time balance must be used. Any sick day absence of three days or more requires a doctor's note permitting the employee or, if applicable, the designated person to return to work.	= 0 points
Leave Early - Sickness	Departs mid-shift due to illness.	= 0 points
Authorized Overtime	Any overtime that is authorized by an employee's supervisor or the Site Coordinator on duty in advance or in the moment it is needed.	= 0 points
Tardy	An employee arrives more than ten minutes after a scheduled start time.	= 1 point
Leave Early	Departs mid-shift or more than ten minutes before a scheduled shift ends without supervisor's approval.	= 1 point
Unauthorized Overtime	Any paid hours accrued that exceed an employee's regular or assigned work schedule that are not approved by an employee's supervisor or the site coordinator on duty.	= 2 points
Call Out	An absence request or communication made less than two weeks and up to three hours in advance and sick time is not allocated on the timesheet.	= 2 points
Late Call Out	Any absence request or communication made less than three hours in advance of a scheduled shift.	= 3 points
Call Out after Club Closure Day or other scheduled absence.	Any absence request made for a day after a scheduled absence or Club Closure Day, such as a holiday or snow day, with less than two weeks notice.	= 1 point (additional point to the type of absence)
No Show	Employee does not show up for work and gives no notice or excuse protected by state or federal law.	Immediate Termination



Absences of any kind, including sick days, are documented by an employee’s supervisor in their Google calendar and in an electronic spreadsheet. Any employee who accrues ten or more points within six months will receive a written corrective action plan. An employee who accrues an additional ten points within a six month period will either receive a reduction in hours or be dismissed.

Use of ETO and Sick Time

All employees are allocated ETO and sick time. All ETO, sick leave, and mid-shift departures should be recorded on an employee’s timesheet. All ETO, sick leave, and early or mid-day departures are recorded on an employee’s timesheet and any balance of ETO or sick leave should be appropriately allocated, used, and paid for. Employees must clock in and out for mid-day appointments.

Exceptions

No attendance infraction will be assigned where an unscheduled absence is an emergency or an absence protected by state or federal law *and* a two week notice isn’t possible. Examples of protected absences include emergency medical care, bereavement, disability or pregnancy-related disability leave, adoption leave, domestic or sexual violence leave, and military leave.

A call out, late call out, or early departure due to an illness outlined in the Club’s *Illness Policy for Club Staff, Volunteers, and Attendees* is excused, but must be marked as sick time on an employee’s timesheet. If an employee has a sick balance of zero hours, they can use their ETO hours.

Any non-exempt employee or other employee without a set schedule will not receive points for late arrivals or early departures unless their attendance is scheduled for a Club meeting, event, fundraiser, etc.

Policy Agreement

This policy is effective November 1, 2024 and onward. I have read and agree to adhere to the Club’s Planned and Unplanned Absences Policy.

PRINT NAME

SIGNATURE

DATE