



## Attendance Policy - Planned and Unplanned Absences

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### Policy Statement

Regular attendance is expected for all employees. It is the policy of the organization to maintain high standards of attendance. Unplanned absences, including illness, family emergencies, and personal matters, should be reported as soon as possible to the supervisor. Excessive absences may result in disciplinary action.

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Accommodations will be provided for employees with disabilities, as required by the Americans with Disabilities Act. The organization is committed to providing a supportive and inclusive work environment for all employees.

### Reasons for Policy

This policy is designed to ensure the highest level of performance and productivity. It is based on the understanding that regular attendance is essential for the organization to meet its goals and provide the best possible service to its clients.

### Who is this Policy for?

All full-time employees and all directors.

### Resources

Attendance Policy - Boys & Girls Club of Lake Tahoe

For more information, please visit <http://bgclt.org/club-and-employee-policies>

### Definitions

"Call out" - When an employee is unable to report to work for a full day and is not available for work. This includes illness, family emergencies, and personal matters.



ETD (E ar riend of FA) n p a it d m f t h a t e m p l o y a e r w l s i w o e r k a m d g  
t h a t e m p l o y i e s e h t e a s s i e p l a c c e f o r t k i n e t o m a y o u s e f d a r n y e a s o n ,  
s u c a s v a c a t i o n r e , h e a j v e d y , t s y i t e k a m e n - O h l o u b i d e y e , a v e m e n t  
l e a a e d i s a b i e l a i v e y

S i c t k m e A l c l u r r e u n t l a r t p l a n e t e m p r h e y e e l s i g i o f r i l d e y o s 4 0  
h o u ( r w h i c h e v e a d f e a i s d i t e k a a r e n u b e g y n o n r i t h e o t h a g f  
e m p l o y t r e e m p t o . r e a m p y l o y e e n s p l o y h e o e s r l k e s h a b i d a y w s i t a i n  
y e a a r r e o e t l i g i o f r i l e k n e a t e m p o e r a p l y o e y x e e e n d s t e h a b i d a y o s f  
w o r t k h e i m p l o s y t e a e w l s e r e e v a l b u y a t e e x d e c u d i i r v e a r t t h e i r  
s u p e r . D i e s e a i r e s t l i i n e e m p l o a y r e t o l u n t h e a e d b a s v l e b a t h e  
l l l l p o s s o c y l u s t a v o f l , u n t a e r t s t , e n . P a e s s i t e k a m a y o u s e f d o r  
a r e m p l o s y o e w h ' l l o e a n s o t h e e s r i g p a e t e o d t n e m p l o s y d e s ' c r l e d i r o n .  
a l e m p l o y u e n s s e i d e k i n e o p t a i o d a t t h e e n d e m p l o y m e n t .

E a r l l e y a v e M i d - D a y p a r t - A m o s e p a r i t u h m e d o l f a e s c h e d w o r e l d  
d a y h e a x c e e f d i s f i n e a d t r e e a r b O m i n u t u e b e r h e a k .

**T h e p o l i c y**

R e g u a t r e n d i a n x p e c a t l e l d p l o y e e s p e c t t o e l d o c k t - h e n i r  
s c h e d s u t a d t a e n d l o c k a - t t h u s t i c h e d d e p e a r t t i u n R e e . q u e s o t r i s m e  
o f f w h e t i h i t e p r a i o d u n p a s i h d o , u l e s d u b m i i t n r e i d t a i n a l p p r o b y t e l e  
e m p l o s y e u p ' e r a r i n i s r o i r n o u f n w o e e p s i t o r h r e e q u e s a t e a d t a b e .  
R e q u e s t a r e a r d l e y p a r o t i t u a a e r i s h a l l e n d a d i e w r i t t i a m g m p l o s y e e '  
s u p e r a t e a o n t w e e p k r i t o r h s e c h e d e a r d e l e y p a r o t i t u a a e r d a a l e f .  
t h a e b s e r d e e p , a r d a r e j a s i l d k a y b s e n t c h e s , y o u i n d i t c h a d y e e  
u s i " n s g i t d k n e n t ' h e t i i m e s a h r e v e t e t n h e y o n o e m a t i l e s i u p e r . v i s o r

T o e n s u a r d e e q u s a t f a e f o n e m b e a t r e g u e l a a r d l e y p a r t a u d e i s s c o u a r a d g e d  
m a y o e d e n i H e d w e , v e e v r e e f f y o w i t d e m a d t e a c c o m m o e d n a p t l e o y e e s i n d  
s p e o i c a c l a s E o o s p t i a b o n s a d f e o m r e d i l c e a d e m e r g e n c i e s ,  
b e r e a v e o n e a n t f , a a g f a m i n e n y b . A m e l i g e i m p l l e o n y a e y e s e a r n t e d n e  
o f f o m r e d i r c e a d s o r i a m e i n y r g e w b e a l s l i t e k a h v a e s e e e n x h a u s t e d .

W h e a r e m p l o y a e s e r a p p o i n i t i n l e n n i t d o l f e h e s i h r i t f t e n y u s c t l o i c a k n d  
o u f t o t r h e u r a d f i b e n i i r d - d e a y a r W h e r e o s s i e l n l p e , o y e h e s t l r t g o  
s c h e d u e l r e s a p p b i n t o m e t r s d i s l u e b o u w l s e m h i l a d r p e r n e s e n t .

I f a r e m p l o i y s e a t l o e e p f o w t o r d k u e a n u n p l a a b s e d n s u e a h s i l l n e s s  
o r a f a m e i n y r g e a m e m p l o i y e e x e p e c t t o e o d t i f e y i m m e d s i a p e r o r i s o r  
A r e D a i r e l e y e o n a d p h o ( 5 3 5 0 4 ) 2 - C a 8 t 3 e 8 a t s h t r h e o e u p r s i t o r h e i r  
s c h e d s u h i e f i t .

E x c e s a b i s v e n t e e i a s m i ( n w h e s e s t e h e r u s e m o w ) n l d t e t o l e r A a l t l e d .  
a b s e n c e a e r i e a r d l e y p a r t a u n d e n s a , p p r o o v e e r d a i r t e r e a c a k n e d d



cl o smolny t wir t p d o isnyts t Exmc e s æ b s v æ n t e t e i a s m i m a e y s e s s i u n t  
d i s c i p a l c i t i n a t m a y n d n c l u t e i r m g n a t i o n .

A p o i s n y t s t h e a n s e e n s t a b l t i o s r h o e v a l i c c b e n s i æ t t e n r t e a r a d e u f a d a i l d n  
e m p l o y e e s a s p e n d i . x

A b s e n c e f e r s k y i n i d n , c l u s d i d i n g a s r , d o c u m e n t a t i o n e e d m p l o s y e u p ' e r v i s o r  
i t h e i o r o g l a e l e a d i a r e l e c t s r p o r n e i a c d s b t e l e p e r . o g r e a a m t , h e  
A r e d a i r e i c t e s p o r f o m a k i e s n u g r t h æ b s e n a c r e s a c k r e g d m p l o y e e  
w h a c c r u e s m o r p e o i w i t s s i i m x o n t v h i s l d c e a i w r e i t t o e m e a c t t i v e n  
p l a m e m p l o v y h e e c c r a u e s l d i t t i e p r o a i w i t s a s i i m x o n p l e r i w o d l  
e i t h e e a i r v e e d u d t h i o o u r s e d i s m i s s e d .

U s e f e T o a n d i c k m e

A l e m p l o y e e s l o e a t a e n d s i t k n a e l t o r e q u e s s i t s e , a r v e e q u e s t s ,  
a n d a r o l m y i d - s l e p a t a n a l e s i s v h a o l u s l e r d e c o r o d a e n d m p l o s y e e '  
t i m e s h æ e t h i . m e s i h r e c e l t a r d e s o r e d o a n s i b k l a r a v e s i l a a n b y l e .  
b a l a o n e t o r s i t k a t v h e a a p p r o t v e e d s e b d y t h e m p l o s y h e e u l e d  
a p p r o p a i a b e u a s y e a d , p a i f o r

E x c e p t i o n s

N o a t t e n d a n f e a w d i t i a o s r s i g v h e e d a u n s c h e a l b s e i d e a  
e m e r g e n c y b s e p c e t e b c y s t e a d t i f e e d d r a a n a l t w o v e e r k o t i s e ' t  
p o s s i e b l a e m p d f e r s o t e a c b t s e e d n i c n e c s l e u n d e e r g e n e d y c a r l e ,  
b e r e a v e d m e s r a t o , i p l r i e t g y n a n c y d - i r s e a l b a e t a e d y p t i e a n d e m e s o t r i c  
s e x v a l o l e a a æ e p h i l i l t e a r v y e .

A c a d u l t a t a d u d r e a r d l e y p a r d t u e r a e r i l l o e s s i i n h e c e l l u s b l l n e s s  
P o l f o y l u s t a v o f l , u n t a e r e a t s t , e n i d e x e s u s b a n d u s b t e m a r k a e s s i c k  
t i m e a r e m p l o s y t e m e s h a e r e m p l o h y a e s i b k l a o n f e r h o u o r s  
d o e n s o w i s t h o s t e h e s i i r t k m e c r t u a e y a n s t e h e i t o r h o u o r s a k u e p a i d  
t i m e o . w e v o e n r l s y t k m e o p t e a k a y s a c c r p a e i d i t k e a i v p e r o t e f c r t o e n d  
a p o i p n e t n a a l n t p y o t e d t i s a l p a l c i t n i a m y

A n n o n - e x e m p l t o o y r e t e h e m p l o v y i e t e h a s u e s t c h e d w i t t e r t e c e i v e  
p o i f i d s a a e r i o v r e a d r s l e y p a r t u t e s s a i t r e n d i a r c h e d f u d a e d u b  
m e e t i e n e f i t u n d r , a t s e r

A b s e n c e f e r s k y i n i d n , c l u s d i d i n g a s r , d o c u m e n t a t i o n e e d m p l o s y e u p ' e r v i s o r  
i t h e i o r o g l a e l e a d i a r e l e c t s r p o r n e i a c d s h e m p l o v y h e e c c r u e s  
t e o m o r p e o i w i t s s i i m x o n t v h i s l d c e a i w r e i t t o e m e a c t t i v e a a m .  
e m p l o v y h e e c c r a u e s l d i t t i e p r o a i w i t s a s i i m x o n p l e r i w o d l i t h e r  
r e c e a i r v e e d u d t h i o o u r s e d i s m i s s e d .



**BOYS & GIRLS CLUB**  
OF LAKE TAHOE

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**P o l i c y a g r e e m e n t**

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.

S t a f f m e m b e r ' s F u n a m e : -----

S t a f f m e m b e r ' s S i g n a t u r e : -----

D a t e : ----- I w o u l d a c c e p t t h e p o l i c y



A p p e n d i x

Type of Absence	Description of Absence	Pts Allocated
Scheduled Absence	An absence requested and approved two weeks in advance or more. An employee is encouraged to use their ETO allowance.	= 0 points
Sick Day Absence	A call in before a scheduled shift due to illness. The employee must indicate it is a "sick day absence" and 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 sick 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 used on the timesheet	= 2 points
Late Call Out	Any absence request or communication made less than three hours in advance of a scheduled shift and sick time is not used on the timesheet	= 3 points
Call Out after Club Closure Day or other scheduled absence.	A Call Out or Late Call Out 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 and a Sick Day is not used.	= + 1 point (additional pt 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