



Human Resource Policy Manual

Subject: Attendance Policy

HR Policy: 400

Effective Date:

Revision: Date:

Page 1 of 2

Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This Policy has been drafted to provide specific guidelines on attendance for employees of Texas Migrant Council, Inc., and to provide definition on excessive absenteeism.

2.0 SCOPE

This policy defines Texas Migrant Council, Inc.'s expectations on attendance, absence notification procedure, and attendance policy for all hourly positions and salaried exempt positions.

3.0 POLICY

- 3.1** While all employees are expected to report to work on time each day, we recognize that there are times when an employee will be unable to report to work due to illness, unavoidable transportation difficulties or other very legitimate reasons. This attendance policy is intended to provide guidelines to control excessive absences. The policy is liberal enough to be fair, but strict enough to control excessive absenteeism.
- 3.2** This attendance policy is a "No-Fault" policy, that is, the distinction between "excused" and "unexcused" absences is eliminated. This means that employees are not placed in the position of having to prove the legitimacy of their absences, and supervisors are not in the position of having to pass judgment on them.
- 3.3** Exceptions to this policy may be recognized when a series of unavoidable problems or a disability causes an employee to miss more time away from work than would normally be considered acceptable. This policy is not intended to adversely affect the majority of our employees who rarely miss work, but rather only those employees who have excessive absenteeism or tardiness. To prevent such an event, the policy urges good judgment in the applications of these guidelines. Further, it provides for an administrative override when such an instance occurs. This override can only be issued when an employee has an otherwise good employment record, and the absences are unavoidable or when the absence results from an employee's disability. The decision to allow for an administrative override will be made by the Area Supervisor/Manager and the Human Resources Director.



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4.0 DEFINITIONS

- 4.1** Absence - Not reporting for work on a scheduled workday. Reporting to work late, leave and returns, or leave early, which cause an employee to miss more than four (4) hours of their regularly scheduled shift, will be counted as an absence occurrence. This also applies to voluntary overtime where an employee agrees to work overtime, but fails to report for work.
- 4.2** Each day missed will count as one (1) absence.
- 4.3** In the event of consecutive absences of two (2) or more days, the consecutive absences will count as only one (1) occurrence **provided** the employee provides satisfactory substantiation on the first day back to work stating the reason for the absence (diagnosis if for medical reasons), the exact days missed, and the date the employee can return to work. If this information is not provided on the first day back to work, then each day missed during the consecutive absences will be counted as one (1) occurrence.
- 4.4** Absences not included under this policy are:
- Holidays
 - Vacations
 - Jury Duty/Court Summons
 - Worker's Compensation Leaves
 - Military Leaves
 - Funeral Leaves
 - Medical Leaves
 - Approved Leaves of Absence
 - Prearranged Doctor Appointments (proper documentation provided **prior** to the absence)
- 4.5** Tardy - Reporting for work after the start of the scheduled shift or after the end of the lunch period or leaving work early. Each tardy will be counted as one-fourth (1/4) of an absence occurrence.