



## Attendance and Notification of Absence

[ *Owner: Office of Human Resources* ]

It is the policy of the Diocese to require good attendance habits on the part of all employees. It is expected that all employees will report for work on time, as scheduled, and at the prescribed time after their lunch break.

The Diocese recognizes that circumstances beyond an employee's control may sometimes cause the employee to be late or absent from work. An employee who, for any reason, will be delayed in reporting for work or who will be absent is required to notify their supervisor prior to their scheduled arrival time for each day of the lateness or absence. Notice must be given as to the reason for the lateness or absence. Failure to notify the supervisor of any unanticipated absence or delay in reporting for work may be grounds for disciplinary action, up to and including the termination of employment.

When the lateness or absence is anticipated, the employee's supervisor must be notified in advance. Inexcusable or excessive lateness or absenteeism is cause for disciplinary action, up to and including termination of employment. A pattern of lateness or absences which adversely affects the employee's performance and/or the effectiveness of the department may be considered "excessive", even if the employee has not exhausted unused paid leave.

All absences must be charged either to paid vacation or sick leave, jury duty, bereavement or unpaid leave whichever is appropriate. It is only after appropriate paid leave has been exhausted that unpaid leave may be granted. Unpaid leave is subject to approval according to Diocesan policy. Please see Policy 2.2.3.9 (Employment Status) in this Manual for restrictions on unpaid leave for Exempt employees.

Any employee who is absent from work for three (3) consecutive workdays without giving proper notice to their supervisor and/or the Diocese may be subject to termination of employment. If any employee anticipates being absent from work due to ongoing serious health condition, pregnancy, adoption, care for immediate family member, care for military may be eligible for leave under Family and Medical Leave Act (FMLA). Such employee must contact the Office of Human Resources as soon as possible. See Policy 2.2.7.4 for more information.