

<b>POLICY:</b> Attendance Policy	<b>POLICY NUMBER:</b> 202
<b>SECTION:</b> Administration	<b>DEPARTMENT:</b> Administration
<b>EFFECTIVE DATE:</b> 2/12/2024	<b>APPROVED BY:</b> Administration
<b>DATE REVISED:</b>	PAGE: 1 of 4

**POLICY:** Olean Medical Practice PLLC (“OMP”) values the punctuality and attendance of our employees, as regular attendance ensures high-quality service for our clients.

As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness.

The Policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided under the Americans with Disabilities Act (ADA).

**PURPOSE:** To maintain adequate coverage for all departments to the degree possible and to ensure proper recording of time and attendance.

**PROCEDURE:**

1. Employees are expected to arrive at the workplace on time, based on their schedule.
2. Tardiness is defined as being more than 10 minutes late to work without prior notification, approval, or authorization from your supervisor.
3. If an employee is unable to come to the workplace, they must notify their supervisor as far in advance of starting time as possible and no later than 1 hour before their scheduled start time of each day of their absence.
4. Any unplanned absences, tardiness or early departures will be recorded and may be grounds for disciplinary action, up to and including termination.
5. Planned absences, such as vacations or medical appointments, must be approved by a supervisor seven business days prior to the date when possible. Requests outside of that time frame run the risk of being denied due to short notice.
6. If an employee is unable to come to work due to their own illness for three consecutive days, they must provide a doctor’s note upon returning to work.
7. If an employee has a positive home test for COVID a confirmation test performed by the employee’s provider or test performed at OMP will be required.
8. This attendance policy may be revised or updated at any time at the discretion of management.

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## Key Terms

### Absence

**Definition:** Failure to report to work on time.

An excused absence occurs when the employee has:

- Scheduled and approved paid time off
- Obtained approval from their supervisor before the start time

An unexcused absence occurs when the employee fails to:

- Report to the workplace at their scheduled start time
- Notified the supervisor within the specified time frame

Any employee with an excused or unexcused absence of 3 days or more due to a medical condition must provide proof of doctor's care and a release from their doctor before returning to work.

Unexcused absences in total of 6 or more days for a rolling year will lead to disciplinary action up to and including termination.

All absences, whether excused or unexcused, must be covered by benefit time, if available.

### Tardiness

**Definition:** Failure of an employee to arrive at work or return from a break at the scheduled time.

Employees who cannot arrive at the workplace at the scheduled time or return from a break on time must notify their supervisor before their scheduled start time and provide an estimated time of arrival. A 10-minute grace period is provided.

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### **Early Departure**

Definition: A failure on the part of an employee to complete their scheduled shift.

Employees who cannot complete the assigned duration of their shift must notify their supervisor prior to leaving.

### **Job Abandonment**

**Definition:** A continuous absence of more than 2 consecutive days from work and failure to notify the company. An employee who fails to report for 2 consecutive work days without communicating with the supervisor will be deemed to have abandoned a job. Their employment with OMP will be terminated immediately.

### **Disciplinary Action**

Absenteeism, tardiness, and early departure occurrences that take place 3 or more times combined, per rolling calendar year, will result in progressive disciplinary action process being initiated, up to and including termination.

6 instances of attendance policy violations in one rolling calendar year will result in employee termination.

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**Types of employee disciplinary actions:**

- Verbal Warning: Upon the first 3 instances of violation.
- Written Warning: Upon the next 2 instances of violation.
- Final written warning: Upon the 6th consecutive violation.
- Termination.