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| SUBJECT: EMPLOYEE ABSENTEEISM / ATTENDANCE / MSO POLICY | NO.  |
| POLICY:Due to the nature of our work at Winning Wheels, good attendance is imperative to the operation of the facility and to the care of our residents. Winning Wheels applies a no fault attendance policy. If a scheduling conflict arises it is the employee’s responsibility to make other arrangements or find a replacement. Winnings Wheels also has in place the Mandatory Stay Over Policy (MSO) to ensure adequate staffing. The MSO procedure is a way to schedule staff to stay over in the event we have staffing shortages (i.e. call offs, etc.)PROCEDURE:1. If an employee must call off they need to personally call at least two hours prior to the scheduled start of their shift. A call off after two hours before the start of your shift is considered a late call off. When calling off you must speak directly with your supervisor or member of Administration – never leave a call off notice on someone’s voicemail, a text message, or a message on a social media platform. If you leave a call off notice on someone’s voicemail, text message, or social media platform, it will be counted as a failure to report (no call/no show).
2. Employees will be considered late if they clock in past the scheduled start of their shift.
3. Employees are personally expected to call their supervisor each day until they return to work. Physician documentation will be required if you are absent from work for three or more consecutive scheduled work days.
4. Supervisors and/or Administration reserve the right to not accept call-offs including, but not limited to, patterns of call offs and staffing compliance.
5. Consecutive call offs for one circumstance will be counted as 1 occurrence. For example, if an employee calls off two regularly scheduled shifts due to an illness, that would be 2 points.
6. A failure to report (no call/no show) is when an employee fails to report their absence before the scheduled start of their shift.
7. If an employee believes that their failure to report was unavoidable due to extenuating circumstances, they may request, within 2 business days, to have their case reviewed by administration.  Administration reserves the right to rescind termination and issue a lesser disciplinary action if they determine that there were extenuating circumstances.
8. If an employee calls off, they forfeit their call in pay for that pay period.
9. Absenteeism is tracked using a point system and disciplinary action is administered accordingly:

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| Late | 1 point |
| Leaving Early | 1 point |
| Call Off | 2 points |
| Refusing to Stay for MSO | Termination of Employment |

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| Approved: | Effective Date: 10/2012 | Revision Date:10/13; 8/16; 1/17; 3/17; 2/21 | Change No.: | Page: 1 of 2 |
| SUBJECT: EMPLOYEE ABSENTEEISM / ATTENDANCE / MSO POLICY | NO.  |
| Points In A Rolling 3 Month Period:

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| --- | --- |
| 6 Points | Written Warning |
| 10 Points | Suspension |
| 12 Points | Termination of Employment |
| Failure to Report | Termination of Employment |

MSO PROCEDURE:1. While the MSO Procedure is primarily for the clinical staff (C.N.A.s, Nurses, etc.), other staff may be required to stay over depending on supervisor discretion.
2. The MSO policy does not go into effect until we drop below facility minimum staffing requirements. Minimum staffing levels can change based on facility census and the acuity of the residents.
3. Staff will have shifts throughout the month that are starred. When a shift is starred, the employee must stay to cover a call off or an open shift.
4. ***If the employee does not stay on their Star day, it is considered job abandonment and will result in immediate termination.***
5. Employees are allowed to request days not to be starred. Employees are also allowed to trade Star days.
6. It is the staff member’s responsibility to know when there is a star by his or her name and to make arrangements to be able to stay over to cover an open shift (i.e. child care arrangements, rides, etc.).
7. C.N.A. staff are not to leave the facility until the staffing issue has been resolved.
8. Staff members are allowed to volunteer to stay over regardless of a star by their name.

I have read and understand the Employee Absenteeism/MSO Policy and agree to abide by it:Employee Name Printed Signature Date |
| Approved: | Effective Date: 10/2012 | Revision Date:10/13; 8/16; 1/17; 3/17; 2/21 | Change No.: | Page: 2 of 2 |