

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

704 Absenteeism and Job Abandonment

Effective Date: 9/1/2003

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To maintain a safe and productive work environment, the Agency expects employees to be reliable and punctual when reporting for scheduled work.

Absenteeism and tardiness place a burden on other employees and on the Agency. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their supervisor at least one hour prior to the start of their scheduled workday.

An employee's failure to notify their supervisor may lead to disciplinary action, up to and including termination of employment.

In the event an employee is absent for eight consecutive hours without providing the proper notice, the Agency will accept that act as a voluntary resignation and will be expected to comply with other policies that deal with, and are in affect at the time of the voluntary termination.

In the event an employee is absent three consecutive days (with proper notice) due to an illness or an injury that has prevented them from returning to their job responsibilities, they will be required to provide a physician's statement releasing them for full duty prior to resuming their scheduled workdays.

When an employee's presence on the Agency's property causes a safety or health concern, the employee will be asked to vacate the property until the concern has subsided and may be asked to provide a physician's statement even if they have been absent fewer than three days. Any physician's statement must be specific regarding the employee's ability to return to full work duties.

Poor attendance and excessive tardiness are considered forms of absenteeism and are disruptive to the mission of the Agency. Such behaviors will be reported to and evaluated by the Executive Director and may lead to disciplinary action, up to and including termination of employment.