

A WATCHFUL EYE HOMECARE AGENCY, LLC.

ATTENDANCE AND LEAVE POLICY



Attendance Policy

A Watchful Eye Home Care Agency, LLC place high importance on employee attendance. The agency expects every employee to be regular and punctual in attendance. This means being at the Client's site, ready to work at their starting time each scheduled day of work. Absenteeism and tardiness can result in a burden on other employees and on our clients and their families - it also weakens the agency ability to provide quality care.

Definition of terms:

- **Absenteeism:** Is the failure to appear for work or other duties according to schedule.
 - **Tardiness:** Is arriving to an assigned work site later than ten (10) minutes after the scheduled shift begins. It becomes an absence if an employee is more than 1 hour late for the work shift.
 - **Incident:** This is an occurrence of tardiness, an occurrence of failure to give proper notice or a period of absence consisting of one or more consecutive shifts missed.
 - **Consultants and Staff:** Includes Sitters, Certified Nursing Assistant, Nurses, Registered Nurses, and any other employee working for A Watchful Eye Home Care Agency, LLC.
 - **Replacement Staff:** A staff person that has been authorized to replace staff member who was absent, called out sick or requires replacement of assigned duties immediately. This staff is expected to work the entire shift as instructed by the supervisor or administrator. If the supervisor is unable to find a suitable staff to fill the vacancy, then the supervisor will fill the vacancy having appropriate qualification and skill for the position.
 - **Proper Notice:** Proper notice for Office Staff means calling in no later than 8 hours before the beginning of the shift. For Nursing Staff/Caregivers means calling in no later than (12) hours prior to the beginning of the assigned shift.
1. **Absenteeism:** If you are unable to report for work for any reason, notify the office at-least 24 hours before regular starting time by calling the **supervisor** at **443-431-3688** to explain the reason for the absence. You are responsible for speaking directly with your supervisor about your absence. Should habitual absenteeism become evident, disciplinary action may be taken and possible termination. Any day absent will not be paid by the agency.
 2. **Tardiness:** Tardiness is arriving at the work site later than ten (10) minutes after the scheduled shift begins. It becomes an absence if an employee does not report the work shift. If you are unable to report for work at the scheduled hour, you must give proper notice to the manager calling in no later than (4) hours prior to the commencement of the accepted/assigned shift, failure to do so will result in disciplinary action. Such notice must be communicated directly to the supervisor by the employee verbally.
 - ***Nursing/Contractor staff*** must report absence to the supervisor. *Office staff* must report absences to their immediate supervisor. A replacement staff will be assigned in place of the staff calling out by the supervisor. The replacement staff is required to complete the entire shift as informed by the supervisor or the administrative person on call.
 - If a contractor becomes ill at work or must leave the work site for any other reason before the end of the workday, be sure to inform your supervisor of the situation immediately, failure to do so will result in disciplinary action and possible termination. The agency reserves the right to request a doctor's statement for any absences relating to illness. A no call/no show may result in termination.
 - Another staff member will replace an employee, who failed to report to their assigned work site within reasonable hour of the scheduled reporting time, for that shift.
 - *Three (3) incidents of absence*, failure to give proper notice, or any combination of each, within any sixty (60) day period from the first documented offense, is considered excessive and may result in disciplinary action or termination.
 - *Three (3) incidents of tardiness* within a thirty (30) day period from the date of the first incident of tardiness are considered excessive and will result in disciplinary action or termination.

- Any person on staff who service a client of the agency and leaves or resign their position from the agency, may not continue or resume services for the Client privately or with another company that provides services for the same Client for a *period of six (6) months* without approval from the Administrator. Legal actions may be imposed to such employee/contractor.
- It is the policy of A Watchful Eye Home Care Agency, LLC to protect and reserve Clients/jobs that have been solicited through the agency for staff working for the agency.

Leave Policy

An employee who is absent from duty on approved leave is allowed to be absent from duty for a specified period of time with the right of returning to employment without prejudice upon expiration of the leave. Granting of leave shall be determined on the basis of policies designed to protect the operations of the Agency against undue interruption. The program manager will maintain a record of scheduled leave of all employees. Part time employees and Independent Contractor do not accrue vacation, holiday, and sick hours nor credited for hours during period of absence until after one (1) year of full employment with A Watchful Eye Home Care Agency, LLC Please contact your supervisor for further information about the Leave Policy.

Leave of Absence:

A leave of absence may be defined as medical leave, personal leave or military leave. All such leaves are unpaid, and the agency must be notified at least two (2) weeks prior to any such leave. If the employee is unable to give proper notice or obtain prior approval, but can provide a proof, such absence will be approved. It is also client’s discretion to maintain your position during such absences. In the event of an emergency please notify the agency immediately so that we may notify our client and maintain a continuity of service.

Annual Leave:

- After one (1) year of continuous fulltime work [40hours and above no (call outs, absenteeism etc) in the year of service accumulation, the employee will accumulate paid sick time. This cannot be carried over to the following year, it is forfeited if not used and cannot be taken at the beginning of the year. It must be earned in each subsequent year.

Job Review:

- All staff of A Watchful Eye Home Care Agency, LLC will undergo an evaluation every 90 days by their immediate supervisor to determine their level of functioning with Client and quality of job duties performance in the present capacity. The review will determine such staff continuing employment status with the agency provide information on areas of performance improvement and give an indication for salary advancement in the annual evaluation.
- Any excessive tardiness, absenteeism, late calls, or any related problems with providing services to the Client within the 90 days probationary period, will lead to disciplinary action and termination.
- An annual evaluation will also be conducted by the immediate supervisor in the present/past capacity to determine the staff past and present conduct, attitude, workmanship, attendance etc. This may result in an increase in salary depending on performance.

Change in Employment Status

- A change in employment status can be initiated by the agency, the Client, or the employee. Examples of changes are as follows:
 - Resignation – Voluntary employment termination initiated by the employee.
 - Termination – Involuntary employment termination initiated by A Watchful Eye Home Care Agency, LLC
 - Layoffs – Involuntary employment termination initiated by the Agency for non- disciplinary action.

In the event of a resignation, it is the responsibility of the employee to give written notification to A Watchful Eye Home Care Agency, LLC at least 2(two) weeks prior to last day of employment.

The number to call in case of emergency, call outs or absenteeism is 443-431-3688 after office hours: Mon – Fri [5pm – 9am].