

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>409</b>
		<b>Original Date</b>	<b>12/23/1986</b>
	<b>Department: Personnel</b>	<b>Revised Date</b>	<b>01/09/2014</b>
	<b>Tardy or Absent from Work</b>		

**POLICY:**

Employees will report to work on time and properly notify the facility when absent.

**PROCEDURE:**

**1. Tardiness**

- A. Employees who are not at their work station at the time they are scheduled to begin work are late for work. For example: If an employee is scheduled to work 6:00 A.M. to 2:00 P.M., they must be at the work station at 6:00 A.M. or else are considered tardy. Unless the employee is late, due to circumstances beyond their control the tardiness may be considered unexcused. Employees will immediately notify their supervisor or designee when they are tardy.
- B. Employees who are thirty minutes or more late in reporting for work must complete a leave request form. The employee must use annual leave and give the leave request form to the supervisor for signature. If the supervisor determines the circumstances are not valid for an excused absence, he/she will mark not approved in the supervisors signature block and explain the reason why unexcused leave without pay is being assessed and have the department supervisor sign the form (see Policy 408 Leave of Absence Without Pay).
- C. Employees who have one incident of being tardy and unexcused in a twelve month period are subject to informal disciplinary action. Employees who have more than three incidents are subject to formal disciplinary action.

**2. Absence**

- A. If an employee fails to give proper notification of absence in excess of (1) one shift, it shall give the employer just cause for immediate discharge, unless the failure to give such notification was due to circumstances beyond the control of the employee such as car problems, storms, family emergency, etc.
- B. All other unexcused absences are subject to discipline.

**3. Leave Without Pay/Employee Payroll Record Adjustment per increment**

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**schedule listed below:**

- 6 minutes late, assigned leave without pay for 6 minutes
- 7-12 minutes late, assigned leave without pay for 12 minutes
- 13-18 minutes late, assigned leave without pay for 18 minutes
- 19-24 minutes late, assigned leave without pay for 24 minutes
- 25-31 minutes late, assigned leave without pay for 30 minutes